

## **SANTA PAULA UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: ACCOUNTING ASSISTANT-CHILD NUTRITION SERVICES**

#### **BASIC FUNCTION:**

Under the direction of the Director-Child Nutrition Services, perform a variety of technical bookkeeping and financial record-keeping duties in the maintenance and control of Child Nutrition Services (CNS) accounting; prepare financial reports related to CNS accounts.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Maintain the CNS accounting system in accordance with State requirements and guidelines; input financial data to County system.

Prepare and submit the monthly Child Nutrition Reimbursement claim to the State systems, including financial reports.

Receive, review, input and reconcile daily sales reports from school site cafeterias.

Receive, count, verify, record and process money from school cafeterias; pick up and deposit money in bank; reconcile bank statements.

Review and input meal applications; make phone calls to parents for clarification on applications as needed; match contract site meals with County's numbers; enroll contract students into appropriate system.

Enter requisitions into appropriate system as needed; maintain inventories of available District goods and supplies, including calculation of the value of District inventory; reconcile inventory reports with the results of physical inventories; track commodities used by sites.

Review, process, sort and file invoices and other billings; verify accuracy of invoices including cost calculations and vendor information; approve and forward invoices to accounts payable for processing; prepare and mail monthly invoice to contracted site.

Prepare special financial reports and analyses as needed; maintain files.

Assist in the closing of books at the end of the fiscal year, box and store invoices, statements, claims, meal applications and related data according to established timelines and guidelines.

Perform other activities as directed including answering phones, attending pre-registration at school sites, meeting with the Director and other activities as assigned.

Operate standard office equipment including a calculator, copier, fax machine, telephone, shredder, computer and assigned software; drive a District vehicle to conduct work.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Methods, procedures and terminology used in technical accounting and auditing work.  
Procedures and practices use in the collection and reconciliation of meal count data.  
Financial and statistical record-keeping techniques.  
Preparation of accounting reports and reimbursement claims.  
Preparation, review and control of assigned accounts.  
Policies and objectives of assigned programs and activities.  
Applicable laws, codes, regulations, policies and procedures.  
Interpersonal skills using tact, patience and courtesy.  
Oral and written communication skills.  
Modern office practices, procedures and equipment.  
Operation of a computer and assigned software.  
Mathematic computations.

**ABILITY TO:**

Perform a variety of technical accounting duties in support of CNS operations and activities.  
Compile and ensure accuracy of meal count data and prepare related reports.  
Monitor, audit and maintain CNS accounts.  
Maintain accurate financial and statistical records.  
Prepare and analyze comprehensive accounting reports and reimbursement claims.  
Assemble, organize and prepare data for records and reports.  
Monitor and ensure accuracy of income and expenditures.  
Compare numbers and detect errors efficiently.  
Establish and maintain cooperative and effective working relationships with others.  
Communicate effectively both orally and in writing.  
Operate a computer and assigned software.  
Make efficient and accurate mathematic computations.  
Meet schedules and time lines.

**EDUCATION AND EXPERIENCE:**

Graduation from high school or its equivalent supplemented by course work in accounting or related field and three years experience in financial record-keeping work.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**WORKING CONDITIONS:**

**January 2015**  
**Ewing Consulting, Inc.**

**ENVIRONMENT:**  
Office environment.

**PHYSICAL DEMANDS:**  
Dexterity of hands and fingers to operate standard office equipment.  
Ability to see to read a variety of materials.  
Hearing and speaking to exchange information.  
Bending at the waist, kneeling or crouching to retrieve and file materials.  
Sitting for extended periods of time.

**FINAL 3.21.14**