# **Support Associate V New Hanover County Schools**

## **Job Description**

Class: Classified Dept: Child Nutrition

TITLE: Support Associate V

## **OUALIFICATIONS:**

- 1. High School degree required. Associate degree in Business or Accounting preferred.
- 2. Three or more years of broad experience in an office/school system environment with responsibility for payroll and/or accounting operations.
- 3. Strong computer and communication skills.

**REPORTS TO:** Director of Child Nutrition

**JOB GOAL:** To assist the Director with the administration of the food service

program for all New Hanover County Schools.

#### ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- 1. Follow all rules, policies and procedures of New Hanover County Schools, along with state and federal regulations pertaining to child nutrition.
- 2. Maintain calendars, schedule appointments and provide administrative support for the Director.
- 3. Act as liaison with Human Resources and Payroll to satisfy and resolve employee issues.
- 4. Process and review verification reports for accuracy of pay and deductions for CN employees; maintain payroll files.
- 5. Work to process new/changed employee information.
- 6. Compute and create records for overtime, annual supplements, longevity and miscellaneous pay; process payroll adjustment entries for payroll corrections.
- 7. Respond to all service calls from cafeteria managers and route to appropriate agencies.
- 8. Review and ensure the accuracy of outgoing correspondence, records, and or reports of complex, procedural, or program activities.

- 9. Participate in the recruitment and initial screen process of prospective personnel.
- 10. Process employee accident reports and prepare state report.
- 11. Perform other duties and responsibilities as requested by the Director.

The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.

**Terms of Employment:** Twelve month work year/At Will/FLSA Non-Exempt

**Starting Salary and/or Grade:** Grade 64

**Evaluation:** Performance of this job will be evaluated in accordance with provisions of

the Board and local policy on evaluation of personnel.

#### **Knowledge, Skills and Abilities:**

- Demonstrate functional knowledge of computers and all aspects of the Microsoft Office Professional software programs.
- Knowledge and understanding of the rules and regulations as they apply to the child nutrition department.
- Ability to communicate clearly and concisely, both orally and in writing; ability
  to communicate with school personnel, employees, and central office staff while
  complying with the confidentiality requirements in local, state, and federal
  policies and statutes.
- Demonstrate knowledge of accounting and payroll practices and procedures.
- Ability to establish and maintain effective working relationships as necessitated by work assignments.
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.