

Child Nutrition Accounting Specialist I
New Hanover County Schools

Job Description

Class: Classified
Dept: Child Nutrition

TITLE: Child Nutrition Accounting Specialist I

QUALIFICATIONS:

1. High School diploma with 2 years advanced studies in accounting or business required. Bachelor's degree in Accounting or Business preferred.
2. Knowledge and ability to analyze computer generated financial data.
3. Working knowledge of methods used in processing accounts payable, strong accounting skills and the ability to work independently.
4. Three years of accounting with supervisory experience in the financial operations of a business or school system preferred.

JOB GOAL: Perform various accounting functions as assigned and provide administrative support to the Director of Child Nutrition.

REPORTS TO: Director of Child Nutrition

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

1. Follow all rules, policies and procedures of New Hanover County Schools, along with state and federal regulations relevant to the child nutrition department.
2. Obtain and process all monthly cost and revenue data.
3. Prepare monthly financial management reports for the Board of Education and Child Nutrition Director.
4. Prepare monthly and semi-annual financial reports for submission to the State Department.
5. Develop and monitor internal programs to determine the profit loss per school and for the overall system on a monthly basis.

6. Reconcile bank statements with revenue data.
7. Assist the director with budget monitoring, planning, and preparation.
8. Maintain fixed asset accounts and depreciation schedule.
9. Reconcile accounts receivable for student charges and federal reimbursements.
10. Prepare invoices for special functions and caterings and monitor associated accounts receivable.
11. Perform related duties and responsibilities as requested by the Director.

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

Starting Salary and/or Grade: Grade 69

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:

- Demonstrates functional knowledge of computers and all aspects of the Microsoft Office Professional software programs.
- Demonstrates functional knowledge and ability to analyze computer generated data and reports.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to communicate well with school personnel, employees and central office staff.
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.