BUENA PARK SCHOOL DISTRICT

ACCOUNT CLERK: CHILD NUTRITION SERVICES

DEFINITION

Under the direction of the Director of Child Nutrition Services, perform clerical duties relating to account receivables, payables and timecards for Child Nutrition Services; operate a computer to type a variety of documents.

EXAMPLES OF DUTIES

Performs clerical duties relating to accounting, account receivables and payables for Child Nutrition Services; collect, organize and provide data-entry of timecards to provide to Director of Child Nutrition Services for approval; operates a computer using applicable word processing, spreadsheet, database and presentation software and prepare monthly cafeteria operating report; assists Director of Child Nutrition Services in monitoring income and expenses; processes invoice payments according to established procedures; reviews invoices, delivery slips, purchase orders and other materials for accuracy; abates incoming monies; transfers funds from appropriate bank to the County; monitors print-out of financial activity report for automatic transfers against the Child Nutrition Service Department; requests rebates on commodity and food products; maintains files on commodities; processes a variety of materials including menus and other documents; operates a variety of office machines including a calculator, copier, and others; communicates with a variety of personnel and outside organizations to exchange information and resolve issues or concerns; requests revolving fund checks; assists in the inventory process; performs all other related duties as assigned.

QUALIFICATIONS

Knowledge of:

Methods, practices and procedures of school district accounting, and financial records management; modern office practices, procedures and equipment; correct English usage, grammar, spelling, punctuation and vocabulary; operation of standard office equipment, including a computer; record storage, retrieval and management systems; oral and written communication skills.

Ability to:

Compile, organize, tabulate and input a variety of accounts; perform essential functions of the job with or without reasonable accommodation; gather figures for statistical and financial reports; enter information into computer with speed and accuracy; make arithmetic computations with speed and accuracy; communicate effectively both orally and in writing; understand and follow oral and written instructions; establish and maintain cooperative and effective working relationships with others; meet schedules and time lines; operate a computer and other office equipment.

EDUCATION AND EXPERIENCE

Any combination equivalent to: graduation from high school or equivalent including or supplemented by course work in accounting, typing, records management, and general office practices. Minimum two years of experience performing varied general office and/or clerical functions.

WORKING CONDITIONS

Environment: Office environment.

Physical Abilities:
Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.
Sitting for extended periods of time.
Bending at the waist, kneeling or crouching.
Lifting light objects.