

ALAMEDA UNIFIED SCHOOL DISTRICT

JOB TITLE: FOOD SERVICE ACCOUNTING TECHNICIAN

BASIC FUNCTION:

Under the direction of the Manager of Food Services, perform a variety of technical bookkeeping and financial record-keeping duties in the maintenance and control of food service accounting system; prepare financial reports related to food service accounts.

ESSENTIAL/REPRESENTATIVE DUTIES:

Establish and maintain the food service accounting system in accordance with State requirements and guidelines.

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

Maintain inventories of available District goods and supplies; reconcile inventory reports with the results of physical inventories.

Process applications and implement state nutrition programs for students who meet current regulations.

Handle purchasing needs; notify vendors regarding problems concerning food quality and delivery.

Prepare bank deposits; analyze cash flow.

Prepare and submit the monthly reimbursement claim to the State, including quarterly financial reports.

Calculate labor costs and reconcile payroll records for food service; prepare time sheets.

Assist with developing and submitting food service budget.

Assist with the year-end closing of the food service books.

Prepare and analyze food service financial reports, including the income statement and balance sheet; make adjusting journal entries and prepare trial balances.

OTHER DUTIES:

Perform general clerical duties, including typing and filing.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles and practices of double-entry bookkeeping, cost accounting and financial record-keeping.

General accounting and auditing practices, including the preparation of financial reports and analyses.

Use of automated data systems and microcomputers.

Current office methods, practices, procedures, and equipment.

ABILITY TO:

Interact positively with peers, public and students.

Operate a computer in a Windows/Mac environment.

Set up and maintain a comprehensive food service accounting system.

Perform mathematical calculations with speed and accuracy.

Understand, interpret and apply the rules and guidelines of the Child Nutrition Program relating to food service accounting.

Prepare financial reports.

Meet mandatory deadlines for the submission of financial reports and reimbursement claims.

Operate applicable accounting software.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school; college-level course work in accounting or closely related field desirable and three years of experience in financial record-keeping work.

WORKING CONDITIONS:

ENVIRONMENT:

Office and warehouse environment.

PHYSICAL DEMANDS:

Seeing to read a variety of materials.

Dexterity of hands and fingers to operate a computer keyboard and other office equipment.

Sitting for extended periods of time.