

ST. TAMMANY PARISH SCHOOL BOARD

Covington, Louisiana

Job Description

TITLE: Special Programs Accountant, Food Service Department (FLSA Exempt)

MINIMUM QUALIFICATIONS: A Bachelor’s degree in Accounting, Business Administration, Dietetics or a related field with at least two (2) years of work experience in appropriate accounting field or full time experience with a school system may be substituted on a year to year basis.

REPORTS TO: Director of Food Services

ESSENTIAL JOB FUNCTIONS:

1. Design and Evaluation – shares responsibility of financial operation of the Food Service Department
 - a. Develops goals and objectives designed to provide efficient operation of all assignments.
 - b. Develops personal goals and objectives to improve performance.
 - c. Reviews and improves services on an ongoing basis.
 - d. Possesses an extensive knowledge of federal and state school food service policies.
2. Leadership – assumes leadership implementing efficient procedures that ensure compliance with federal and state regulations as well as school board policies and procedures.
 - a. Exhibits professionalism in dealing with all employees, parents and Louisiana Department of Education personnel.
 - b. Knowledge of and ability to train others on school food service software.
3. Business Operations for the School System
 - a. Prepares and submits the required reports to Louisiana Department of Education including monthly claim for reimbursement, annual income & expense, policy checklist and agreement.
 - b. Checks and reconciles monthly school reports food inventories, SFS-6A, 7 and 7A.
 - c. Prepares monthly financial reports including income, expense, participation, free/reduced and meal charges.
4. Management – designs, tests and performs reviews to ensure that data submitted by managers is accurate.
5. School/Community Relations
 - a. Communicates financial procedures to cafeteria managers.
 - b. Works with field managers, managers and other personnel to solve problems.

ADDITIONAL DUTIES AND RESPONSIBILITIES: Performs any other duties as assigned by the Director of Food Services.

PHYSICAL DEMANDS:

1. Possesses physical skills and stamina to perform job responsibilities.
2. Must tolerate constant periods of sitting while operating from the computer keyboard.
3. Must be able to stand, walk, stoop or work from a bending position in performing job duties.
4. Must tolerate horizontal, overhead, and low level reaching in performing work such as retrieving manual computer runs, files, manuals, books, etc.

TERMS OF EMPLOYMENT: Twelve (12) months per year; salary in accordance with current salary schedule.

The Superintendent reserves the right to review, revise, update or change the job and any/all duties due to changes in job content, organizational structure, or state or federal laws.

Approved by: _____

Date: _____

Reviewed and Agreed to by: _____

Date: _____

Incumbent’s Name (Please Print)

Employee Identification Number

Original – Human Resources Department

Copy – Supervisor

Copy – Employee