

Child Nutrition Accounting and Training Specialist
New Hanover County Schools

Job Description

Class: Classified
Division: Operations
Department: Child Nutrition

TITLE: Child Nutrition Accounting and Training Specialist

QUALIFICATIONS:

1. High School Diploma with 2 years advanced studies in accounting or business required. Bachelor's degree in Accounting or Business preferred or equivalent combination of education and experience.
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.

REPORTS TO: Director of Child Nutrition

JOB GOAL: Perform various accounting functions as assigned and provide administrative support to the 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 and semi-annual financial management reports for the Board of Education, Child Nutrition Director, and Department of Public Instruction.
4. Develop and monitor internal programs to determine the profit loss per school and for the overall system on a monthly basis.
5. Monitors federal compliance related to School Nutrition regulations as they pertain to department related programs such as National School Lunch Program, Summer Food Service, and After School Snack Program.
6. Assist the director with budget monitoring, planning, preparation and maintain fixed asset accounts and depreciation schedule.

7. Communicates with the director on a continual basis of findings, problems, and success observed in the cafeteria and makes recommendations for increased efficiencies.
8. Reconcile accounts receivable for student charges and federal reimbursements.
9. Prepare invoices for special functions and caterings and monitor associated accounts receivable.
10. Maintain a positive attitude to promote Child Nutrition programs to parents, students and staff and provides input in areas pertaining to the district such as menu items, ways to increase participation, and employee suggestions.
11. Has reliable transportation.
12. Stays informed of related practices and maintains professional competence by participating in professional learning opportunities that supports the CN Department's and school division's mission.
13. Perform related 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 75

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 and Google Suite.
- 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.