

**Birmingham Community Charter High School**  
**Senior Business Office Associate**  
**Nutrition Coordinator**

**Title:** Senior Business Office Associate – Nutrition Coordinator  
**FLSA Status:** Non-Exempt  
**Reports to:** Chief Business Officer  
**Supervises:** General supervision is exercised over accounting and student workers

**DEFINITION:**

Under the direction of the Chief Business Officer, independently perform a variety of highly professional, technical and analytical accounting functions; utilize independent judgment to provide technical assistance to staff and the public; participate in the preparation, maintenance and updating of a variety of manual and automated program accounting operations to maintain the solvency of the Charter.

**ESSENTIAL FUNCTIONS:**

**Accounts Receivable:**

- Prepare, maintain, and secure all incoming cash receipts
- Maintain accounts receivable; provide for the proper processing of accounts receivable; maintain records of bank deposits including financial records, reports, documents and files
- Prepare journal entries as needed to record receipt of funds
- Responsible for preparing proper journal entries related to all Federal, State and Local funds
- Oversee the Accounts Receivable process if needed

**Compliance:**

- Coordinate development of reports (e.g. fund raisers, sales tax, inventory, etc.) in order to meet deadlines and comply with mandated requirements
- Maintain a variety of fiscal information, files and records (e.g. accounts payable, accounts receivable, student activities, athletic clearances, fines, etc.) to provide an up-to-date reference and audit trail for compliance
- Monitor account balances and related financial activity to ensure that allocations are accurate, related revenues are generated, expenses are within budget limits and/or fiscal practices are followed
- Prepare written materials (e.g. reports, memos, letters, bank deposits, income expense statements, etc.) to document activities, provide written reference and convey information
- Process a variety of fiscal information in order to update information and/or authorize final action in compliance with accounting requirements
- Serve as liaison with local districts, county, state and other governmental agency to ensure processes are in place to monitor compliance reporting applicable to K-12 institutions
- Review Employee Handbook, assuring compliance with current payroll law
- Assist with Audit duties with Local, State and Federal Agencies.

**Reporting, Planning & Analysis:**

- Analyze expenditures against budget accounts and funds in order to determine feasibility of service within budget parameters and make recommendations and/or maximizing use of funds
- Create Budget and forecast models as needed
- Collaborate with the CBO to create and manage the Charter budget submitted to LAUSD
- Create department and program budgets and financial models to analyze and ensure adherence to annual budget

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- Manage Grant reporting and financial analysis for various programs as needed
- Manage monthly cash flow, accruals, and actuals
- Coordinate external finance, tax, and legal resources
- Assist in analysis of salary and benefit package in support of implementation of benefit program
- Work with school administrators, staff members and department heads to develop and maintain school and department budgets

### Business Operations:

- Collect, verify and prepare cash flow statements from school operations in order to follow bank policies
- Respond to inquiries for the purpose of providing information and/or direction
- Manage accounts payable, accounts receivable, payroll, purchasing, and asset inventory
- Oversee banking functions (treasury management, credit cards, merchant accounts, lines of credit, loans)
- Drive improvement and innovation in critical areas of school operations by increasing efficiency and effectiveness

### General Accounting:

- Reconcile account balances to maintain accurate account balances and comply with related policies, practices and/or regulations
- Research discrepancies of financial information and/or documentation to ensure accuracy and adhere to procedures prior to processing for action
- Perform a variety of accounting clerical duties related to maintenance of departmental accounting records; balances accounts; assists in departmental/school budget computations
- Prepare adjusting and closing entries to accounting records monthly
- Enforce accounting policy and best practices to ensure proper accounting controls
- Perform related duties as assigned

### KNOWLEDGE OF:

- Current accounting procedures applicable to both the public school environment and non-profit agencies in accordance with GAAP
- Report preparation, writing and presentation methods
- Record keeping techniques
- Audit procedures
- Effective oral and written communication skills
- Interpersonal skills using tact, patience and courtesy
- Basic Federal and State nutritional needs for school aged children
- State and Federal laws and regulations pertaining to Child Nutrition Programs
- Board policies and procedures related to the administration of a Food and Nutrition Service program
- Principles and practices of food sanitation and safety, and Hazard Analysis & Critical Control Point (HACCP) Food Safety System
- The use and application of computer software and related applications, such as nutrition analysis software
- Food cost accounting

### ABILITY TO:

- Perform multiple, highly complex, technical tasks to meet changing job conditions
- Routinely gather, collate, and/or classify data and use basic, job-related equipment to generate reports
- Work with detailed information/data utilizing defined but different processes; and operate

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- equipment using defined methods
- Track budget expenditures, generate journal entries and compile financial reports
- Provide information and/or advice to others
- Effectively manage projects to include the maintenance of schedules and coordination of all phases of assigned projects
- Learn, interpret, and apply applicable State and Federal rules and regulations
- Develop, recommend, implement and monitor policies and procedures related to Nutrition Services (e.g., reporting and disclosure procedures to meet special dietary needs, safe and sanitary food preparation policies, and other related functions) to ensure compliance with USDA School Meal policies and related government regulations, laws and procedures
- Maintain and prepare records and/or reports for District management, the Health Department and state and federal agencies
- Conduct research and analyze data regarding nutritional adequacy and assure compliance with government regulations
- Meet with school administrators, staff, faculty, and parents to discuss methods of creating nutritional school environments; recommend strategies to improve school meals and increase student participation
- Serve as a resource to District staff, parents, school nurses, and others regarding nutrition and health; respond to inquiries and provide information concerning programs, policies, and procedures related to health and nutrition
- Prepare and maintain a variety of files, records, and reports related to assigned activities; including menu production worksheets, product specifications, and cost data reports; compose and distribute a variety of correspondence and materials
- Attend and participate in a variety of meetings, conferences, and trainings to maintain current knowledge of new or revised institutional food service methods and trends and evaluate them for potential application within the Food Services program
- Manage third-party relationship with Food Service Management Company
- Manage Free and Reduced meal application process
- Work independently and adapt to changing work priorities

### EDUCATION:

Bachelor's degree with a focus in accounting, business or related field required.

### EXPERIENCE:

A minimum of five (5) years increasingly responsible experience working in school accounting, business, or in a finance department. Intermediate skill level in Microsoft Office Suite including Excel, Word, PowerPoint and Outlook.

### PHYSICAL DEMANDS:

- While performing the duties of this job, the employee is regularly required to walk; sit; use hands to finger, handle or feel; talk or hear
- The employee is frequently required to reach with hands and arms
- Work at a desk, conference table or in meetings of various configurations
- The employee is occasionally required to stand; climb or balance; and stoop, kneel, crouch, or crawl
- The employee must occasionally lift and/or move up to 25 pounds
- Noise level in the work environment is usually moderate

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation.

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**Right to Revise:**

This job description is not meant to be all-inclusive and the Charter School reserves the right to revise this job description as necessary without advance notice.

The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed, as an exhaustive list of responsibilities, duties and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer without notice.

Employee: I have received a copy of the above Job Description and agree to direct any questions to my supervisor.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date