

**ST. MARY'S COUNTY PUBLIC SCHOOLS
EDUCATION SUPPORT PROFESSIONAL POSITION DESCRIPTION**

FOOD AND NUTRITION SERVICES ACCOUNTANT

POSITION: Food and Nutrition Services Accountant

REPORTS TO: Director of Food Service

LOCATION: Food & Nutrition Services

NATURE OF WORK: This is a skilled professional position responsible for all accounting functions of the Food and Nutrition Services Department of St. Mary's County Public Schools. The employee is responsible for all financial transactions of these matters to include journal entries, forecasting, invoicing, expenditure approval, and budgetary adjustments as well as reporting the results thereof. This person must have the ability to communicate well, both verbally and in writing to community members, site administrators, and state and local agencies.

ESSENTIAL FUNCTIONS:

- Must have a clean driving record and be able to travel between Food & Nutrition central office and various school and office sites;
- Possess effective verbal and written communication skills;
- Follow all rules, policies, and procedures of St. Mary's County Public Schools, along with state and federal regulations relevant to the financial operations of the Food & Nutrition Department;
- Conduct on-site reviews of fiscal operations in schools and offices for compliance with policies, regulations, and laws;
- Communicate findings/results of reviews, including written reports;
- Reconcile all Food and Nutrition Services expenditures with the general ledgers of St. Mary's County Public Schools;
- Prepare forecasts to ensure funds are spent within legal requirements;
- Provide monthly accounting of income and expenditures;
- May provide guidance and instruction to assigned clerical personnel;
- Prepare budget projections based on school meal program data;
- Prepare audit documents, schedules, and reconciliations and work closely and cooperatively with independent auditors, program auditors, Federal auditors, and Maryland State Department of Education (MSDE) auditors;
- Ensures internal controls are developed and effective for the Food and Nutrition Services operations;
- Possesses strong analytical skills; ability to develop and apply complex mathematical calculations.
- Ability to analyze and interpret general business periodicals, professional journals, procedures, and governmental regulations;
- Monitor purchase order status for fixed assets, proper coding, and grant compliance; and
- Ability to establish and maintain effective working relationships with a diverse group of school employees.

DUTIES AND RESPONSIBILITIES:

- Review, reconcile, and audit accounts;
- Submit purchase requisitions and prepare accounting transactions for posting to general and subsidiary ledgers;
- Reconcile and balance accounts to ensure accuracy;

- Assist the Director in fiscal planning, forecasting and budget development and on-going monitoring; including preparation of long-range financial projections;
- Monitor and reviews stale dated checks;
- Implement food and nutrition services fixed asset inventory and reporting procedures, including physical inventories, and updating records;
- Conduct annual physical inventory inspection and assists with all required year-end reporting on behalf of food and nutrition services
- Responsible for food and nutrition services financial reporting to State and Federal agencies on behalf of SMCPS;
- Substantiate financial transactions by auditing documents;
- Prepare invoices for reimbursement as needed;
- Monitor purchase order status;
- Maintain financial security by following internal controls;
- Maintain records required by policy, regulation, law, or good practice and ensures fiscal compliance with all Federal (IRS), State, and Local laws;
- Answers accounting procedure questions by researching and interpreting accounting policy and regulations;
- Perform all fiscal/accounting functions as required by the Director;
- Collaborate with SMCPS Procurement Coordinator for evaluation of Food & Nutrition vendor contracts;
- Perform work independently, following the policies and procedures established for the public school system;
- Collect budget data and recommends budget expenditures; and
- Perform other duties as assigned.

QUALIFICATIONS:

- Bachelor's Degree required with a major or concentration in accounting, business administration, finance, or a related field;
- Five (5) years of professional experience in accounting, auditing, budgeting, and/or financial analysis with two or more years of experience in governmental accounting preferred;
- Knowledge of GAAP and modified accrual basis accounting;
- Familiarity with Governmental Accounting Standards Board (GASB) preferred;
- Experience with complex bank reconciliations preferred;
- Prior experience with internal or external auditing preferred;
- Prior experience with Federal Awards and the Single Audit Act preferred; and
- Pursuant to the Federal Fair Credit Reporting Act and the Maryland Department of Labor and Licensing, a credit report or credit history for purpose of consideration of employment with St. Mary's County Public Schools will be required in this fiduciary position.

TERMS OF EMPLOYMENT:

Full-time Twelve-month position.

SALARY GRADE RANGE: The salary for this EXEMPT position will be based on the EASMC-ESP salary schedule for twelve-month seven-hour employees – Range 31.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP

06.14.2023