

WESTMINSTER SCHOOL DISTRICT CLASSIFICATION STATEMENT

TITLE: Nutrition Services Account Technician

BASIC FUNCTION:

Under the direction of the Director of Nutrition Services performs a variety of complex technical, financial, and clerical duties in support of the district's nutrition service program; maintains financial records, prepares reports; creates and processes and reconciles financial and statistical documents, reports, materials, invoices, filing claims, and maintains program data. Processes accounts payable, maintains accurate and systematic financial records, and conducts statistical analyses for the Department; Organizes and coordinates activities; assists with the flow of communication from the Nutrition Services office out to school sites, parents and kitchens. Provides support for school site staff.

Distinguishing Characteristics:

A Nutrition Services Account Technician performs difficult and semi-routine functions in the preparation and maintenance of the Nutrition Services department's financial and statistical records and reports independently. Incumbents perform duties requiring specific knowledge of NSLP, SBP, and CACFP regulations and compliance, program tracking and analysis and related accounting processes and procedures. Incumbents resolve problems related to these functions in strict adherence to District policies and procedures and sound financial management practices. This position is directly responsible to the Director of Nutrition Services or his/her designee.

ESSENTIAL DUTIES:

Maintains a set of financial records related to an assigned area of accounting; coordinates assigned area with other accounting functions.

Assists in pre-audit analysis, review and collaborates with Director as required to generate all financial reports for Administrative Review preparation.

Inputs, adjusts and updates annual bid pricing documents in perpetual inventory; maintains physical inventory variance, commodity values, and perpetual inventory financial accounting

Conducts analysis of attendance, participation, labor, meal cost, spoilage, and other departmental statistics as assigned.

Maintains separate accounts including profit and loss summaries as required for various business segments within the department.

Verifies, balances, and adjusts accounts; receives, verifies, and audits invoices and claims.

Prepares and processes warrants, invoices, budgets, requisitions, purchase orders, and other

accounting-related documents.

Compiles, sorts, tabulates, posts, and prepares financial data.

Tracks all program and non-program food revenue and expenses; maintains records of food transfers between non-program, at-risk CACFP, SBP and NSLP accounts; reconciles data monthly.

Prepares and generates a variety of financial reports and summaries; compiles and tabulates data for inclusion in departmental reports.

Assures the accuracy of assigned accounts; interprets and applies rules, regulations, and practices.

Updates bid and commodity food pricing in perpetual inventory and maintains book inventory values; reconciles monthly inventory and reports discrepancies to management.

Manages and updates nutritional specifications in on-line nutrition database.

Reconciles attendance reports, rosters and daily meal summary reports. Files monthly claims for reimbursement with State and Federal agencies.

Inputs data and prepares and processes purchase orders, check requests, and reimbursements; verifies the accuracy of receipts and invoices; creates spreadsheets and manages databases to track purchases.

Researches transaction history to verify entries into the accounting system and audits samples of records for validity and accuracy.

Balances and reconciles assigned general ledger accounts and other accounting transactions; locates and corrects errors; resolves issues regarding payments; reviews bank reconciliations for accuracy.

Reviews and processes payments of vendor invoices, accounts payable check requests for professional and other services and expense reimbursements in accordance with District policies and procedures; verifies required approvals and use of correct account numbers; advises schools and departments on errors in codes or payment methods.

Assists in Nutrition Services department budget development and tracking; calculates budget usage and fund percentages; prepares budget variance analysis, goals and objectives reports and spending forecasts for management review.

Determines eligibility status, process, certify, and terminate families/participants in the Free/Reduced Price Lunch program as required by law; keep confidential records and a variety of records, logs, files and reports required.

Maintains knowledge of current trends and practices of NSLP, CACFP and GAAP programs and practices; attends and assists with in-service training sessions; may represent the District in meetings and conferences.

Answer phones; provides and interprets program information, policies, procedures and regulations to parents, staff and the public; communicates with a variety of site and District personnel and administrators regarding program operations, activities, supplies, policies and procedures and student information

Processes nutrition services financial data such as NSF checks, process accounts receivable/payable, reconciles bank accounts, reviews bank statements to daily deposits, researches discrepancies with financial information. Prepares and maintains daily reports, register tapes, and sales reports; compares sales with money received and records and investigates discrepancies. Communicates account balances to parents and arranges payment plans as necessary.

Compose a variety of written materials including reports, records, letters, memoranda, purchase orders, agendas, and statistical data; input and update data on a computer and generate lists and reports as required.

Reconcile physical inventory monthly; order nutrition services equipment such as computers, freezers, milk coolers, and tables as needed; monitor and maintain records related to expenditures; put in work orders for equipment repairs.

OTHER REPRESENTATIVE DUTIES:

Participates in the development and modification of automated accounting systems and procedures; provides input and recommendations regarding clerical accounting forms and procedures.

Prepares and types a variety of written materials; including correspondence, memoranda, lists, and reports.

Provides information regarding accounting procedures to District employees, vendors and others; explains District policies and regulations as needed.

May make contacts with parents regarding participation and payment for special programs.

Participates in review and audits of assigned departments.

May make deposits.

Performs other related duties as required or assigned.

ORGANIZATIONAL RELATIONSHIPS:

Supervision: Reports to the Director of Nutrition Services.

Internal Contacts: Frequent contact with school and district personnel including warehouse manager.

External Contacts: Some contact with vendors, bank personnel, auditors, Employment Development Department and employees of the Orange County Office of Education.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Operation of a computer workstation and other office machines.

District organization, operations, policies and objectives.

Oral and written communication skills.

Standard American English usage, grammar, spelling, punctuation, and vocabulary.

Interpersonal skills; using tact, patience, and courtesy.

Accounting and record-keeping practices, procedures, and terminology.

Applicable sections of the State Education Code, department specific regulations and other applicable laws.

Record-keeping techniques.

Telephone techniques and etiquette.

ABILITY TO:

Understand and follow both oral and written directions.

Operate a variety of software programs.

Perform work despite interruptions.

Perform work independently with minimal supervision.

Apply bookkeeping and financial record-keeping principles to the maintenance of assigned accounting records.

Learn, apply, and explain office policies, rules, and practices.

Type at thirty-five net words per minute from clear copy.

Plan, prioritize and organize work; and meet schedules and time lines.

Prepare and maintain accurate records and reports.

