



JOB DESCRIPTION

Position Code: 522
Classified Group: Supervisor
Salary Range: A-26
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POSITION TITLE: Nutrition Services Accounting Supervisor

DEFINITION: Under general direction, supervises, coordinates and performs skilled and complex financial recordkeeping and reporting for the Nutrition Service accounting unit.

DIRECTLY RESPONSIBLE TO: Director, Nutrition Services

SUPERVISION OVER: Classified employees as assigned

DUTIES AND RESPONSIBILITIES: (Any one position may not include all of the duties listed; the listed examples do not include all duties and responsibilities which may be found in positions within this classification.)

1. Plans and supervises maintenance of complex accounting records and other activities of an accounting staff, including processing payments, requisitions, receipts and bank deposits.
2. Supervises accounts receivable, accounts payable, warehouse and site inventory, and general fiscal records of the unit.
3. Reviews and verifies accounting data and reports prepared by subordinate personnel.
4. Ensures correct application of appropriate rules and regulations.
5. Analyzes income and expenditures.
6. Prepares or reviews federal, state or other reimbursement claims.
7. Prepares journal entries for salaries, benefits, central bakery and sandwich commissary costs, vandalism/losses, and other entries.
8. Reviews and approves vendor payments.
9. Prepares annual budget by projecting salaries, benefits, equipment replacement and income from sales and reimbursements.
10. Coordinates free and reduced meal programs.
11. Prepares periodic and special statistical and comparative analyses.
12. Reviews, develops and modifies computer program for automated accounting and inventory system or other programs.
13. Monitors departmental budget.
14. Composes letters and memos.
15. Develops and modifies procedures for recording all financial activity of the unit.
16. Prepares financial statements and a variety of reports.
17. Prepares profit and loss statements.
18. Maintains subsidiary ledgers and control accounts.
19. Balances accounts and prepares trial balances.
20. Operates standard office machines.
21. Performs related work as required.

QUALIFICATIONS:

Education and Experience:

College level courses in accounting; increasingly responsible experience in financial recordkeeping including accounts receivable, accounts payable, profit and loss statements, and double entry accounting, preferably working with an automated financial system.

Knowledge, Skills, and Abilities:

- Knowledge of accounting principles, procedures and terminology and their application to a variety of accounting transactions and problems
- Knowledge of general office practices and procedures
- Ability to read, interpret and apply state, federal and district regulations
- Ability to analyze and interpret fiscal data, draw logical conclusions and prepare clear and concise reports
- Ability to direct, coordinate and supervise the work of subordinate employees
- Ability to learn data processing procedures and their application to accounting systems
- Ability to perform a variety of difficult accounting work requiring the exercise of judgment in applying policies and regulations pertinent to the program
- Ability to establish and maintain effective working relationships with administrators, staff and public

WORKING CONDITIONS:

Work Environment:

- Indoor office environment
- Continuous contact with staff

Typical Physical Characteristics: (with or without use of aids; consideration will be given to reasonable accommodation).

- Communicates to exchange information both in person and on the telephone
- Inspect documents with fine print
- Recognize documents and people
- Operate office equipment requiring repetitive hand movement and fine coordination, including the use of a computer keyboard

This job description is not a complete statement of essential functions and responsibilities. The district retains the discretion to add or change typical duties of a position at any time.

Revised: 4/9/1976
Title Change: 10/14/1976
Revised: 10/27/1981
Revised: 9/19/2017 (Formatting and Title Change)