ACCOUNTING ASSISTANT/NUTRITION SERVICES

POSITION SUMMARY: Primarily responsible for Nutrition Service reviews and reporting in accordance with state and federal guidelines and providing support to the Business Office. This position will work closely with the Accountant and Director of Accounting.

MINIMUM QUALIFICATIONS

Education, Training, Experience, Licensure and Certification

- At least two years of general accounting/bookkeeping experience to include processing complex financial transactions, reconciliations and reporting
- Valid driver's license and reliable transportation for school site visits

Knowledge of:

- Working knowledge of Federal, State and Local laws regarding procurement for school districts
- Working knowledge of CACFP, SFSP and NSLP (school nutrition programs) – preferable
- Effective verbal and written communication skills. Should be able to effectively adapt communication style to suit different audiences
- Knowledge of information systems applications as they relate to financial operations and ability to adapt to changes in technology

Skill in:

- Ability to read, analyze and interpret financial and technical journals, financial reports, and legal documents
- Ability to clearly respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community
- Ability to effectively present information to internal management, vendors and partners.
- Work with mathematical concepts such as fractions, percentages, ratios and proportions to practical situations
- Ability to reconcile contracts, process purchase orders and accounts payable functions

ESSENTIAL JOB FUNCTIONS

- Provides clerical/bookkeeping support to the Business Office department
- Completes onsite food service reviews in accordance with state and federal guidelines and Oregon Department of Education (ODE)
- Maintains various fiscal information, files and records (e.g. purchasing, accounts payable, accounts receivable, payroll, fixed assets, contracts, etc.) for the purpose of providing an up-to-date reference and audit trail for compliance
- Monitor, reconcile and research discrepancies for account/fund balances (e.g. cash receipts, school accounts, district programs etc.)
- Support accounts receivable, payable and other business office functions as needed.
- Prepare complex spreadsheets to calculate and analyze financial data
- Maintains knowledge of Generally Accepted Accounting Principles (GAAP) and federal regulations

OTHER JOB FUNCTIONS:

Must possess the mental and physical skills and abilities to:

- Utilize spreadsheet and database systems sufficient to perform assigned duties
- Project a strong professional presence in appearance, actions and personal demeanor, and be a person who can inspire confidence with regard to District and Department policies, programs and services.
- Document internal processes and controls and recommend changes.
- Work a flexible schedule including evening and weekend hours as needed.
- Excellent written and verbal communication skills between multiple departments (i.e. Nutrition Services, District Office, State Child Nutrition Programs)
- Skilled in staying organized while working with multiple deadlines.
- Establish and maintain collaborative working relationships.
- Other accounting duties as related to the position and as assigned by the supervisor .

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Employee must have the physical ability to use computers, calculators, and other common office equipment
- Employee is require to talk and hear in person and on the phone for 6-8 hours per day
- The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds
- Input data at a computer terminal for 6-8 hours per day
- Stand, reach and bend (to facilitate filing, use of and maintenance of copy machines, faxes, and other job-related equipment)
- Lift and transport books, catalogs and related supplies from storage to Department or meeting sites
- Walk over rough and uneven surfaces
- Office hours and construction site environment with noise level moderate to high depending on environment

WORKPLACE EXPECTATIONS:

- Maintaining regular and punctual attendance. In case of an absence site and/or district protocol for reporting absences is followed.
- Maintaining appropriate confidentiality regarding information relating to students, staff, and parents
- Dress in a professional and appropriate manner for the assignment and the work setting
- Exercise prudent judgment
- Work independently in the performance of routine duties
- Follow all District policies and work procedures
- Utilize the District's electronic systems and applications related to the position

- Participate in required meetings and trainings related to the position
- If employee is bilingual, interpretation, translating documents, and/or communicating orally in the second language may be requested
- Cultivate and model a respectful working and learning environment

***Applications must be submitted to Frontline Recruiting and Hiring by the closing date in order to be considered for the position. All employees hired by the District into a position not requiring licensure must be fingerprinted and have a criminal history check completed. The cost is $71.50 and is the responsibility of the employee. This employment is considered probationary pending return of the criminal records check from the FBI and Oregon State Police through the Oregon Department of Education.**

Gresham-Barlow School District recognizes the diversity and worth of all individuals and groups. It is the policy of this district and the board of education that there will be no discrimination or harassment of individuals or groups in any education programs, activities or employment. Gresham-Barlow provides equal access to individuals with disabilities.

I hereby confirm my receipt and understanding of this job description and attest to my ability to perform the functions of the position as assigned. If I require accommodation(s) in order to fulfill any or all of these functions, I agree to provide information to the district HR Department regarding the requested accommodation(s).

Employee Name (Print) **Employee Signature** **Date**