

**BRIGHTON SCHOOL DISTRICT
CLASSIFIED POSITION JOB DESCRIPTION**

Job Title: Nutrition Services Accounts Payable and Budget Specialist
Date Prepared or Last Modified: November 2022
Work Year: 260 days (12 months)
Department: Nutrition Services
Reports To: Nutrition Services Director

SUMMARY: Process Request for Payments (accounts payable); process P-card transactions and statements; prepare budget and maintain records; maintain nutrition deposit records and accounts receivable.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

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| W | 40% | Prepare, review, and process Request for Payments from invoices and credit memos on weekly bases for Nutrition Services for all schools and the central office. Maintain vendor file. Maintain files of all vendor payments including invoices, and receipts. Prepare and process purchase orders. Perform monthly reconciliation on accounts, ensuring all transactions are posted. Resolve delivery, quality, warranty, billing and credit issues. Interacts with outside creditor representative and in-district personnel to resolve questions and/or problems. Input daily order add-ons. |
| W | 20% | Develop and maintain appropriate spreadsheets to monitor and report accounting activities (budget for each school and central office) from Alio. Create inventory spreadsheets and monitor monthly completion by managers. |
| W | 15% | Review department employee's purchase card transactions; assign correct account code to each transaction. Reconcile proper documents and prepare monthly reports/statement. |
| D | 15% | Collect and review deposits (cash and checks) prepared from school kitchen managers for the Finance Department. Correct bank errors and coordinates with Account Receivable Technician to assure consistent reporting of figures. Maintain and file records. Processes checking deposits for all kitchens in the district and ensures that money is routed to appropriate accounts. Makes corrections as needed for point of sale software, bank errors, refunds, and edit checks. |
| W | 2% | Prepares invoices and journal entries for various services provided the Nutrition Services department and assists with rental agreements of district kitchens. Copy and send out to customers and the Finance Department for the account billing. |
| M | 1% | Maintain and distribute petty cash for department employees. Code and verify all transactions and submit reports for reimbursements. |
| M | 1% | Interacts with outside auditors and provide information, including work papers, schedules and access to accounting records for the different Nutrition programs. |
| M | 1% | Order and maintain office and kitchen supplies for all kitchens, as requested. |
| D | 1% | Deliver supplies and make change at the bank for schools when needed and run errands. |
| A | 1% | Assist in opening and closing tasks for the beginning and end of each school year for the beginning of the school year and prepare end of year check out process. |
| M | 1% | Assist in preparing Kitchen Manager meetings and Nutrition Services employee's meetings. Record information from Managers meetings. |
| M | 1% | Work in the kitchens when no one else is available. |
| Ongoing | 1% | Perform other duties as assigned. |

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND TRAINING High school diploma or equivalent.

EXPERIENCE 5 years' experience working with computers. Proficient with Excel, Infinite Campus.

SKILLS, KNOWLEDGE, & EQUIPMENT Decision making, troubleshooting, intermediate computer, negotiating, organizational, communication, reading, and writing skills. Ability to diffuse difficult and hostile situations. Ability to manage multiple tasks

simultaneously. Operating knowledge of and experience with computers and general office equipment. Operating knowledge of free and reduced software within 2 months after hire; food service equipment, Payschools software, Microsoft Office, web design software, and Alio within 3 months after hire; and Infinite Campus program within 6 months after hire.

CERTIFICATES, LICENSES, & REGISTRATIONS Valid Colorado driver's license.

SUPERVISION/TECHNICAL RESPONSIBILITY This job has no supervisory responsibilities. Acts as a resource for department staff, parents, and students regarding the free and reduced lunch program; for Kitchen Managers by ensuring an adequate inventory of food and supplies; and for department staff by troubleshooting problems related to the Point of Sale software.

JUDGMENT AND DECISION MAKING Work is self-directed and assigned by Director, Nutrition Services Assistant Director, Coordinators, and district administration. This position requires application of position knowledge, independent judgment, and knowledge of policies and procedures to ensure adequate delivery and quantity of supplies and food, to ensure appropriate processing of free and reduced lunch applications, to diffuse angry callers, and to determine the urgency of work orders. Work is guided by district, department, state, and federal policies and procedures. Decision making requires collaboration with Supervisor, vendors, Maintenance Department, Kitchen Managers, Nutrition Services Assistant Director, Coordinator and Nutrition Services Workers. Supervisor is occasionally involved in decision making.

DIVERSITY OF DUTIES Requires cross-training in computers; district, department, state, and federal policies and procedures related to school nutrition services and free and reduced lunch program; accounts payable; work orders; food and supply inventory; and food preparation procedures, safety, sanitation, and equipment. Duties extend within immediate department on a daily basis.

SAFETY TO SELF AND OTHERS Medium exposure to self to repetitive motion injuries due to keyboarding and sitting. When required to work in the kitchens: low exposure to self to bruises due to bumping into equipment, to cuts due to knives and slicers, to chemical burns due to cleaning supplies, to heat burns due to ovens/stoves/fryers/steam, to fractured bones due to slipping on wet floors, to hernia due to lifting heavy items, to disease due to hepatitis and food poisoning, to loss of limb due to mixer and slicer, to loss of sight due to chemicals, to disfigurement due to cleaners and burns, and to fatality due to use of gas stoves and driving if required. May expose others to injuries and/or disease if a person in this position fails to maintain cleanliness of work area/cafeteria, to operate equipment and handle cleaning supplies safely when others are present, to ensure safe and sanitary preparation of food, and/or to drive safely.

The physical demands, work environment factors, and mental functions described below 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.

PHYSICAL DEMANDS While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to reach with hands and arms and taste or smell. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT While performing the duties of this job, the employee is occasionally exposed to exhaust from trucks in the warehouse, toxic or caustic chemicals, extreme cold, extreme heat, and risk of electrical shock. The noise level in the work environment is usually moderate.

MENTAL FUNCTIONS While performing the duties of this job, the employee is regularly required to compute, communicate, and use interpersonal skills. Frequently required to compare and copy. Occasionally required to analyze, coordinate, instruct, synthesize, evaluate, compile, and negotiate.