

COLTON JOINT UNIFIED SCHOOL DISTRICT

CLASS TITLE: NUTRITION SERVICES ACCOUNTING TECHNICIAN

BASIC FUNCTION:

Under the direction of an assigned supervisor, provide technical support in the implementation, maintenance and monitoring of fiscal operations and procedures in the Nutrition Services Department; maintain, review and adjust assigned accounts; process, record and audit various transactions; prepare and maintain a variety of financial and statistical records, reports and files.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Provide technical support in the implementation, maintenance and monitoring of fiscal operations and procedures in the Nutrition Services Department including accounts payable, accounts receivable and inventory activities as assigned; assure proper recording, processing and accounting of local, State and federal revenue; maintain compliance with State and federal laws and regulations related to Nutrition Services guidelines and District policies.

Maintain, audit and reconcile assigned Nutrition Services accounts; assemble, match, sort, tabulate, check, code and post a variety of financial and statistical data including income and expenditures; balance and adjust accounts; audit accounts and transactions for errors and make appropriate adjustments.

Process accounts receivable; receive, count, verify, record and process incoming revenue, monies, receipts and deposits; check money totals against receipts to assure accuracy; prepare, assemble and distribute bank deposits.

Reconcile and maintain petty cash accounts for various sites; compile and review site sales, shortages and overages; make adjustments as needed; input data into appropriate system, balance transmittal batch to register, release batch to the Director for approval, obtain appropriate signatures, and submit to the County as directed; prepare tax documents according to established time lines.

Review, adjust and assure accuracy of nutrition service journal entries; compare and reconcile journal entries against the fund ledger accounts; review data for accuracy and consolidate data for breakfast, lunch and snack meal counts for various programs; process billing for inter-fund accounts, PTA and special program for services; prepare journal entries and process transactions with the County; monitor budget for billing; maintain compliance with related State and federal laws and regulations; submit federal and State claims according to established time lines.

Prepare forms and documents for new hires, replacements, transfers, substitutes, resignations, and changes in hours and related changes to employee's status in the Department; maintain site staff schedule.

Maintain and monitor statistical information, including budgets and fiscal operations for the Nutrition Services Department.

Prepare financial reports and projections as directed; prepare reports regarding Departmental fiscal and budgetary issues; assist in the development of the annual department budget, estimate financial forecasts and analyze food and labor costs as assigned.

Compile, assemble and maintain inventory data for the Department as assigned; compile information received from the warehouse and sites, transfer data into appropriate computer system, and prepare reports related to physical inventory; participate in the bid review process for commodity and other department items; create related spreadsheets; review asset accounts; prepare requisitions for purchase orders as assigned.

Process forms for program renewals including the Department of Health Permits, California Department of Education Nutrition Services Division, Direct Certification Agreement, annual inventory report, Summer Food Service Program, Headstart/State Preschool, and others as assigned; prepare closing schedule, review asset accounts, accrue accounts receivables, accrue accounts payables, and analyze and close out prior years receivable and payable accounts.

Process orders, prepare and distribute invoices, and arrange for billings as directed; collect and account for outstanding invoices; prepare and distribute notices concerning outstanding payments.

Communicate with District personnel and various outside agencies to exchange information and resolve issues or concerns.

Operate a variety of office equipment including a scanner, ten-key, copier, fax machine, computer and assigned software.

OTHER DUTIES:

Assist with the coordination of the California Department of Education Administrative Review (AR) audits and other Federal, State and District audits.

Assist in the development and implementation of new or revised accounting systems and accounting control procedures as necessary.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Methods, procedures and terminology used in general accounting work.
- Financial and statistical record-keeping techniques.
- Preparation of financial statements and comprehensive accounting reports.
- Use and processing of invoices, reimbursements and related documents.
- Preparation, review and control of assigned accounts.
- Data control procedures and data entry operations.
- Modern office practices, procedures and equipment.
- Operation of a computer and assigned software.
- Oral and written communication skills.
- Interpersonal skills including tact, patience and courtesy.
- Arithmetic computations.

ABILITY TO:

Perform a variety of technical accounting duties in support of accounts receivable and other District Nutrition Services accounts and functions.
Prepare, process, verify, evaluate and audit a variety of financial transactions.
Maintain accurate financial and statistical records.
Prepare and evaluate comprehensive accounting reports and statements.
Verify, balance, reconcile and adjust accounts.
Identify, investigate and resolve financial errors and discrepancies.
Assemble, organize and prepare data for records and reports.
Compare numbers and detect errors efficiently.
Operate standard office equipment including a computer and assigned software.
Meet schedules and time lines.
Perform arithmetic calculations quickly and accurately.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Input data at an acceptable rate of speed.

EDUCATION AND EXPERIENCE:

Education: Graduation from high school or equivalent supplemented by college-level coursework in finance, accounting, or related field.

Experience: Two years of increasingly responsible accounting clerical experience.

Any combination of training and/or experience that would likely provide the required knowledge and abilities may be considered.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information.
Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.
Sitting for extended periods of time.
Bending at the waist, kneeling or crouching to file and retrieve materials.