Accounting Technician Food Services

Purpose Statement

The job of Accounting Technician Food Services is done for the purpose/s of providing support to department activities with specific responsibility for the accurate processing of payment for approved invoices and contract payments; recording, updating and reconciling financial information; and providing instructions and/or accounting support to other personnel in accordance with established practices.

This job reports to Assigned Administrator

Essential Functions

- Assists auditors for the purpose of providing supporting documentation and/or internal process data required for audit.
- Compiles a variety of financial information related to work assignments (e.g. daily sales receipts; inventory reports; monthly state reimbursements, quotes from vendors, etc.) for the purpose of providing required documentation and/or processing information.
- Maintains a variety of financial information, files and records (e.g. purchase and work orders, invoices, shipment verification, time records, expense reports, donations, etc.) for the purpose of ensuring the availability of documentation and compliance with established policies and regulatory guidelines.
- Monitors account balances and related financial activity for the purpose of ensuring that allocations are accurate, related revenues are generated, expenses are within budget limits and/or fiscal practices are followed.
- Processes a variety of financial information (e.g. daily sales receipts, Free/Reduced Applications, student IDs, invoices, etc.) for the purpose of updating and distributing information, authorizing for action and/or complying with established accounting practices.
- Reconciles a variety of financial data (e.g. daily receipts, budget vs actual, Food Service department income and balance sheet, etc.) for the purpose of maintaining accurate account balances and ensuring compliance with established accounting practices.
- Researches discrepancies of financial information and/or documentation (e.g. purchase orders, invoices, etc.) for the purpose of ensuring the accuracy and complying with established procedures prior to processing.
- Responds to inquiries from a variety of sources (e.g. district employees, vendors, auditors, parents, etc.) for the purpose of facilitating communication and/or providing information and/or referral for resolution.

Other Functions

- Participates in unit meetings, in-service training, workshops, etc. for the purpose of conveying and/or gathering information required to perform job functions.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job

conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: applying pertinent codes, rules and regulations; operating standard office equipment including pertinent software applications; preparing and maintaining accurate records; and performing accounting procedures (word, excel, outlook, etc.).

KNOWLEDGE is required to perform algebra and/or geometry; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: accounting/bookkeeping principles; and computer skills.

ABILITY is required to schedule activities and/or meetings; collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; and working with detailed information/data.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; tracking budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to impact the organization’s services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 75% sitting, 15% walking, 10% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience is required.

Education: Targeted, job related education with study in job-related area.

Required Testing

None Specified

Certificates and Licenses

None Specified

Continuing Educ. / Training

None Specified

Clearances

Criminal Background Clearance
Tuberculosis Clearance

FLSA Status	Approval Date	Salary Grade
Non Exempt	6/14/2022	36

Revised Date