

CHILD NUTRITION SERVICES ACCOUNT CLERK III

DEFINITION

Under general supervision, perform specialized clerical work and specialized duties related to the CNS fund including federal and state claims preparations, auditing, reconciling, and review of accounts payables, receivables, cash deposits, and other financial duties; prepare reports and financial statements that align with the District, state, and federal requirements; manage and maintain CNS department student data as it pertains to student eligibility, direct certification, extension of benefits, CALPADS, and ISP data; perform duties in many technological platforms and District-wide accounting systems; perform difficult accounting functions; and do other related work as required.

This is a fiscal recordkeeping class involving work which is performed generally according to established procedures. This position includes a variety of duties in one or more areas of the District-wide accounting systems.

EXAMPLES OF DUTIES

Originate and maintain forms and records; prepare or audit invoices, purchase orders, and similar fiscal documents; act as department liaison with District accounting and budget departments; prepare or assist in preparing accounting or statistical reports, registers, and schedules; may balance and reconcile warrant and check registers; prepare and input financial data pertaining to expenditure and inventory accounts for CNS; may receive money and prepare a record of cash receipts; prepare and submit monthly Federal claims for reimbursement; perform monthly edit check on claim reimbursement for USDA compliance for SNP programs; analyze and review revenue and expense data trends, investigate variances and make recommendations to ensure budget controls are maintained; assists in the department's budget development process forecasting utilizing current and past fiscal trends. Maintain spreadsheets for budgets, initiate financial reports necessary for applications for various grants, contracts and programs, verify that proposed expenditures meet guidelines of grants and contracts; assist in ensuring compliance with various local, state and federal reporting requirements, guidelines, rules and regulations; prepare, maintain, and process all accounts receivables from charters, catering events, vended programs, District departments, and other customers; oversee, process and monitor accounts receivables for accuracy and timely payments; perform detailed and accurate computer functions using the District's finance system; operate and understand system functions related to assigned duties, as well as other nutrition software applications; develop and maintain various cloud-based spreadsheets, data tracking systems, and statistical records for the department; Perform functions related to student eligibility processing, including verification notifications, communications and reporting; provide eligibility letters to households as requested; run CALPADS extract reports monthly; assists in extension of benefits; develop and maintain various spreadsheets, data tracking, and statistical records for the departments' leadership to aid in fiscal decision making; may verify and input annual health inspections into state database; review and update annual Memorandum's of Understanding agreements with various charter schools and vended programs; may assist with completing annual school nutrition programs applications with California Department of Education, including data updates and record maintenance for alternate provision claiming methods; maintain and record CACFP program compliance; create store requisitions and manage office supply inventory and orders; submit work orders into online database system; management, ordering and disbursement of safety equipment and apparel; may gather equipment quotes and submit orders to vendors with PO; provide training and site support; receive, review, and verify financial documents and reports for accuracy and adherence to legal mandates, policies, and operational guidelines; prepare or assist in the preparation of a variety of reports required by federal, state and county agencies; assist and provide information to other agencies, district employees and others pertaining to financial record matters, issues and concerns; maintain accounting records in auditable condition; may assist employees in matters pertaining to District policy concerning leaves of absence; may perform lead functions with a specialized accounting or budget control system; completes the

federal regulatory school nutrition professional development training requirements; provides and supports a positive climate of customer service in all interactions and communications with students, district staff, families, and community members; attends meetings as required; and perform other related duties of equal complexity as assigned.

EMPLOYMENT STANDARDS

KNOWLEDGE AND ABILITIES

Knowledge of:

USDA guidelines and regulations;
USDA and CDE fiscal and eligibility requirements;
District and Department policies and procedures related to assigned function;
Generally Accepted Accounting Principles;
Methods, terminology, and practices of financial record keeping;
Financial statement and general accounting control procedures;
Record keeping and filing techniques;
Data collection;
Standard office practices, procedures, and techniques;
Mathematical computing and record checking;
Organization and planning methods, trends, techniques, and practices;
Operation of a computer, related software, and standard office equipment;
Microsoft Office and accounting software for spreadsheet analysis;
Correct English usage, grammar, spelling, punctuation, and vocabulary;
Interpersonal skills using tact, patience, and courtesy.

Ability to:

Perform the basic function of the position;
Analyze and interpret fiscal records and documents;
Perform responsible fiscal clerical work with accuracy and without continuous supervision;
Perform computational tasks with speed, accuracy, and attention to detail;
Understand and carry out oral and written instructions;
Learn laws, regulations, and policies governing school meal programs;
Prepare, review, and analyze accounting and budget control records, summaries, and reports;
Make accurate mathematical computations and verify the results;
Lead and advise other accounting personnel;
Establish and maintain an effective working relationship with those contacted in the course of work;
Relate effectively with racially and ethnically diverse staff, students, and community.

Skills:

Type accurately from clear copy. Proficient operation of standard office equipment including computer and peripheral equipment.

EDUCATION AND EXPERIENCE

Education:

Equivalent to the completion of the twelfth grade, supplemented by training or course work in financial recordkeeping, accounting, or closely related fields.

Experience:

Two years of experience with functional responsibility for work in the preparation and maintenance of a variety of financial records, general accounting, and data collection and tracking. Experience in School Nutrition Programs are preferred.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

Strength:

Work may involve lifting objects up to 50 pounds; physical dexterity in limbs and digits necessary to operate office equipment.

Pre-placement Physical: Class I

03/25