EAU CLAIRE AREA SCHOOL DISTRICT

JOB DESCRIPTION

Job Title	Financial Secretary - Food and Nutrition
Department	Food & Nutrition
Reports To	Director of Food & Nutrition
Classification	Hourly Classified
Location	District Office
Salary	On Schedule
Length of Contract	12 Months

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

Job Summary

The Financial Secretary - Food and Nutrition is responsible for administering and maintaining accurate account records for the Food and Nutrition Department using departmental accounting procedures and federal and state regulations. Responsibilities include bill paying, budget entry, banking, and monthly reporting to DPI.

Essential Job Functions

- Reports to DPI all student meals/snacks served for reimbursement.
- Reconciles monthly bank statements to daily school deposits and credit card payments made by customers and troubleshoots any deposit discrepancies with schools.
- Prepares Food and Nutrition invoices for payment; reconciles vendor statements to ensure prompt payments.
- Prepares and maintains monthly and yearly reports to be distributed to administration, kitchen managers and others requesting information.
- Promptly and accurately processes free and reduced-price meal applications and responds to customers with results.
- Submits annual financial reports to DPI.
- Invoices customers monthly for their catering usage.

Ancillary Job Functions

- Maintains files of diet modification and allergy action plan reports by student and school.
- Acts as Confirming Official for verification of Free and Reduced Price Meal Applications and submits report to DPI.
- Works with Food and Nutrition Support Specialist to troubleshoot meal program software.
- Maintain department web page including posting menus and keeping departmental information up to date.
- Performs other related duties as assigned.

Required Qualifications – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- Accounting Certificate, Accounting Technical Diploma, or equivalent post-secondary coursework/training.
- Recent accounting experience or related experience.
- Experience training in Microsoft Office Suite.
- Successful completion of clerical/secretarial skills test.

Preferred Qualifications – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Associate degree in Business, Accounting, Finance, or related field.
- Previous school district experience with bookkeeping or accounting.

Knowledge, Skills, and Abilities – May be representative, but not all-inclusive, of those commonly associated with this position.

- Knowledge of Word, Excel, Outlook, Accounting and Point of Sale software.
- Ability to carry out work with a high degree of accuracy and strong attention to detail.
- Knowledge of accounting principles and procedures.
- Ability to carry out oral and written instructions.
- Ability to develop and maintain work deadlines.
- Ability to provide quality customer service.
- Ability to work with little supervision.
- Ability to maintain and complete accurate records.
- Ability to exercise reliability, responsibility, dependability, and to fulfill obligations.
- Demonstrates an understanding and use of differentiation in educational practices to address the achievement gaps.
- Ability to serve as a positive role model for students, demonstrating responsible and thoughtful behavior.

Work Environment – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Normal office environment and moderate noise levels.

Physical Requirements – The physical demands 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 essential functions.

- Must be able to sit for extended periods of time.
- Must be able to have repetitive wrist/hand/finger movement to work on computer and/or related office equipment.
- May occasionally be required to lift up to 20 pounds.
- The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 4122.01 throughout his/her employment in the District.