San Benito Consolidated Independent School District

Human Resource Office
240 N. Crockett St. • San Benito, TX 78586 • Phone: (956) 361-6150 • Fax: (956) 361-6291

Job Title:	Clerk, CNP Bookkeeper	**Exemption Status:**	Non-Exempt
Reports to:	Food Service Director	**Pay Grade:**	03
Works with:	Food Service Personnel	**Days:**	226
Dept./School:	Food Service Office	**Date Revised:**	07/23/2020

Primary Purpose:

To assist in the efficient operation of the Food Service Program of the District. Maintain accurate records as mandated by TEA, USDA, and the District.

Prerequisites:

- High school diploma or GED

Special Knowledge/Skills:

- Ten key calculator by touch, computer skills, bookkeeping skills
- Previous experience in clerical and data processing

Major Responsibilities and Duties:

1. Posts and delivers all bank deposits to bank
2. Posts numbers of breakfasts and lunches served on the computer
3. Complies reports daily for monthly reimbursements
4. Verifies daily acclaim edit check for all schools
5. Complies daily record of income
6. Types and /or sends to appropriate offices: Notices of Employment, Exit Reports, Etc.
7. Assists in coordinating catered events
8. Invoices departments for cost of catering
9. Assist other office personnel with clerical tasks
10. Process requisitions to type purchase orders for vendors
11. Receives, sorts and files invoices by vendor
12. Verifies pricing on invoices and calls vendors if discrepancies occur
13. Prepares Journal Vouchers for posting at Business Office
14. Posts receivables per invoices on computer
15. Performs general office duties
16. Other duties as assigned

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Signature: _____ Date _____

Administrator Signature: _____ Date _____