



Job Title: Nutrition Services Accounts Receivable Clerk V

Supervisor: Director of Nutrition Services

Terms of Employment: 240 days

Job Summary:

Maintain accurate district wide accounts receivable system in compliance with the Horry County Schools Cash Management Program.

Essential Duties:

1. Assist and instruct food service managers in proper procedures in completing deposits and revenue summaries.
2. Review and scan all deposit slips from schools for accuracy.
3. Verifies and scans weekly revenue summary sheets from all schools.
4. Prepares weekly DTC report for Central Accounting in Cash Management.
5. Review and file all monthly food service bank statements.
6. Notify school bookkeepers in the summer to advance change fund checks.
7. Reconcile change fund deposits at year end.
8. Prepares bank deposits for rebates and other funds received during the summer.
9. Compile and enter information for monthly Board report for Central Accounting.
10. Calculate monthly sales tax information from all schools.
11. Order deposit slips for all schools and make journal entries for billing.
12. Must have the ability to create, run and analyze reports and queries.
13. Reconcile My School Bucks account monthly.
14. Process meal applications.
15. Answer phones and provide friendly customer service.
16. Assist with school meal service and catering functions as needed.
17. Prepare student refunds.
18. Analyze and key monthly USDA reimbursement claims.
19. Retain a food safety certification within 6 months of employment.
20. Attend all staff development training and other meetings with staff.

Other Duties:

Perform other tasks as may be designated by the Executive Director of Technology.

Job Specifications:

Performs any other duties and assumes any other responsibilities that may be assigned by the Director of Nutrition Services.



Minimum Qualifications (Knowledge, Skills and Abilities Required):

1. High School diploma.
2. Accounts Receivable experience necessary.
3. Must be a team player and provide friendly customer service.
4. Banking/Bookkeeping experience preferred.
5. Experience in data entry or financial programs.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand and reach with hands and arms; walk; sit; stoop or kneel; crouch or crawl.

Additional physical requirements include the following:

- Physically capable of frequently lifting or moving up to 40 pounds.
- Specific vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to focus.
- Ability to sit and stand for extended periods of time.
- Manual dexterity for the purpose of using a telephone and data entry.
- Read a computer screen and printed material with or without vision aids.
- Hear and understand speech at normal levels and on the telephone; and
- Speak in audible tones so that others may understand clearly in person and on the telephone.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Pay Grade: 106

Please click [here](#) for salary scales.

This job description in no way states or implies that these are the only duties to be performed by this employee. The employee will be required to follow any other instructions and to perform any other related duties as assigned by the appropriate administrator or supervisor. Horry County Schools reserves the right to update, revise or change this job description and related duties at any time without prior notice.

Revised 10-20-2025