

## **ACCOUNTANT/CHILD NUTRITION SERVICES**

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### **Purpose Statement:**

The job of Accountant/Child Nutrition Services is done for the purpose/s of performing and maintaining accounting/financial operations within the Child Nutrition Services Department under the direction of the Director of Child Nutrition Services; preparing financial statements and a variety of mandated reports; ensuring revenues and expenditures are processed and overall fiscal policies, regulations and/or practices meet compliance requirements; maintaining accurate account balances; and ensuring efficient use of financial resources.

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### **Essential Functions**

- Analyzes financial information for the purpose of identifying potential budget variances, compiling statistical information and/or conforming to district, state and federal funding requirements.
- Assists outside auditors for the purpose of providing documentation and coordinating audit activities.
- Implements reporting procedures and internal controls for the purpose of ensuring compliance with established accounting regulations.
- Maintains fiscal information, files and records (manual and computer) for the purpose of providing an up-to-date reference and audit trail for compliance.
- Monitors funds and account balances of assigned programs 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.
- Prepares a variety of written materials (e.g. mandatory financial reports, statistical analyses, correspondence, etc.) for the purpose of providing written reference, conveying information, and complying with district, state and federal requirements.
- Prepares budget for Child Nutrition Services for the purpose of providing financial guidance and recommendations.
- Processes a wide variety of financial data (e.g. payables, receivables, profit/loss statements, balance sheets, etc.) for the purpose of updating information and/or authorizing action.
- Provides guidance to Child Nutrition Services warehouse and office staff for the purpose of ensuring that department objectives are achieved.
- Researches discrepancies of financial information and/or documentation for the purpose of ensuring accuracy of information and adhering to established procedures.
- Researches rules and regulations relating to Child Nutrition Services (e.g. fund categories, reporting requirements, budget modifications, etc.) for the purpose of ensuring the appropriate use of funds, preparing reimbursement requests, documenting information, etc.
- Responds to inquiries of staff, other educational institutions, funding institutions, etc. for the purpose of providing information and/or direction.

### **Other Functions**

- Assists other personnel for the purpose of supporting them in the completion of their work activities.
- Attends meetings and in-service trainings for the purpose of conveying and/or gathering information required to perform functions.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment using pertinent software applications; performing accounting procedures; planning and managing projects; preparing and maintaining accurate records.

KNOWLEDGE is required to perform advanced math; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: principles of accounting and auditing; general governmental accounting practices; standard office practices and procedures; concepts of grammar and punctuation; and pertinent codes, policies, regulations and/or laws related to accounting and auditing Child Nutrition Services programs

ABILITY is required to schedule a number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing a variety of complex processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize specific, job-related equipment. In working with others, problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include: analyzing a variety of financial and statistical information; working under time constraints; communicating with diverse groups; meeting deadlines and schedules; setting priorities; and working with detailed information.

**Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; and directing the use of budgeted funds within a work unit. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to significantly impact the Organization's services.

**Working 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 70% sitting, 10% walking, and 20% standing. This job is performed in a generally clean and healthy environment.

**Experience** Job related experience with increasing levels of responsibility is required.

**Education** Bachelors degree in job related area.

**Required Testing**

Pre-Employment Drug Screening  
Pre-Employment Proficiency Test  
Pre-Placement Physical Exam

**Certificates & Licenses**

Valid State Driver's License & Evidence of Insurability

**Continuing Educ. / Training**

None Specified

**Clearances**

Criminal Justice/Fingerprint Clearance  
Tuberculosis Clearance

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**FLSA Status**

Non Exempt

**Approval Date**

4/24/2002

**Salary Grade**

Clsfd 32