

## SCHOOL DISTRICT OF JACKSON COUNTY

### JOB DESCRIPTION

#### FOOD SERVICE ACCOUNTING CLERK

**QUALIFICATIONS:**

- (1) High School Diploma or equivalent with courses in bookkeeping or accounting.
- (2) Minimum of three years responsible bookkeeping or accounting experience, with at least one year in governmental accounting.
- (3) Must be able to operate a computer, adding machine and microfilm equipment.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Considerable knowledge of principles and practices of bookkeeping. Ability to apply knowledge to work situations. Ability to gather data and make judgments. Ability to set priorities and prepare complete and accurate accounting reports. Ability to understand written and oral communications regarding expenditures of funds under applicable laws. Ability to use technology to keep complex records accurately.

**REPORTS TO:**

Administrator of Food Service

**JOB GOAL**

To maintain accounting records, oversee expenditure of funds, and prepare periodic financial reports as required. Work detail and specific routines may vary according to department assignment.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES**

- (1) Operate a calculator, IBM or other appropriate PC, typewriter, printer and telephone and occasionally lift boxes of records/computer printouts.
- (2) Work collaboratively with Administrator of Food Service to expend federal and state grant funds or other available funds.
- (3) Monitor expenditures of funds to ensure compliance with applicable laws.
- (4) Prepare financial reports as required by state and federal regulations.
- (5) Maintain subsidiary records and reconcile to general ledger account balance.
- (6) Prepare and record appropriate journal entries for balance sheet, revenue and expenditure account.
- (7) Correlate invoices, purchase orders and receiving reports for payment.
- (8) Assist with preparation of monthly and annual financial reports.
- (9) Maintain various funds' budgets and monitor related revenues and expenditures.
- (10) Use effective, positive interpersonal communication skills.
- (11) Weekly posts all schools' food and non-food orders; orders items accordingly; prepares delivery tickets.
- (12) Orders commodities on a bi-monthly basis.

**Board Approved April 20, 1998**  
**Amendment Board Approved April 15, 2003**

## **FOOD SERVICE ACCOUNTING CLERK (Continued)**

- (13) Monthly close-out of all receipts and deliveries (completed in the FANCY system).
- (14) Compiles district-wide inventory of both food and non-food items for computation of schools' financial status.
- (15) Assists the Administrator in bid selection process (food and non-food items) which occurs twice a year; insures proper procedures are followed, inputs prices into computer, mails selection, and maintains bid listings.
- (16) Maintains certification of points for all Jackson County School Food Service employees who become certified with the Florida School Food Service Association.
- (17) Perform other incidental tasks consistent with the goals and objectives of this position.
- (18) Other duties assigned by the immediate administrator or supervisor.

## **PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

## **TERMS OF EMPLOYMENT:**

Approved Unit Compensation plan, pay grade 16-26  
12 months  
7.5 hours per day

## **EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.