

**Central Valley School District  
Job Description #810**

**TITLE            Nutrition Services Bookkeeper**

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**GENERAL SUMMARY**

The Nutrition Services Bookkeeper I works with the Nutrition Services employees in the operation of the Nutrition Services Program.

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**ESSENTIAL JOB FUNCTIONS**

This position could include but not be limited to the following duties:

1.     Count daily deposits from each school and reconcile the amount of money counted with the school's paperwork.
2.     Respond to all phone calls in a cordial, courteous and timely manner.
3.     Set own time lines and establish daily priorities.
4.     Organize each school's bank deposit on arrival and organize each school's paperwork.
5.     Process change order for schools and deliver upon request.
6.     Complete daily bank deposit for pickup by Loomis.
7.     Manage the procedure for NSF check collections; including follow-up letters and phone calls.
8.     Responsible for processing the daily credit card charges and placing the amounts in the student Mealtime accounts.
9.     Exhibit confidentiality, initiative, creativity and enthusiasm in performing job functions.
10.    Perform related duties as required by the Nutrition Services Supervisor.

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**REPORTING RELATIONSHIPS**

This position reports to the Supervisor of Nutrition Services.

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**MENTAL DEMANDS**

Experiences frequent interruptions; required to meet inflexible deadlines; requires concentration and attention to detail; may occasionally deal with distraught or difficult individuals.

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**PHYSICAL DEMANDS**

Required to sit for prolonged periods; exposed to visual display terminal for prolonged periods.

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**QUALIFICATIONS**

1. Demonstrated skill in use of district standard hardware and software.
2. Demonstrated knowledge of office machines, i.e. copier, calculator, computer, postage machine, etc.
3. Ability to count money accurately and quickly.
4. Ability to operate coin and currency machines.
5. Demonstrated ability to use ten key calculator with speed and accuracy.
6. Excellent filing skills.
7. Knowledge of general bookkeeping procedures required.
8. Type/keyboard 55 wpm with accuracy.
9. Demonstrated skill in attention to detail.
10. Possess effective organizational skills and prioritization of workload to meet deadlines.
11. Ability to work well independently.
12. Willingness to work additional hours during peak time of year.

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**UNIT AFFILIATION**

PSE - Secretarial/Clerical

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**CONDITIONS**

The preceding list of essential functions is not exhaustive and may be supplemented as necessary.

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**CLASSIFICATION HISTORY**

Revised 11/87  
Revised 10/01  
Revised 4/03  
Revised 12/03  
Revised 11/04  
Revised 12/10