

SCHOOL DISTRICT OF JACKSON COUNTY

JOB DESCRIPTION

FOOD SERVICE FIANCE ASSISTANT

QUALIFICATIONS:

- (1) Associate of Arts Degree with courses in bookkeeping or accounting.
- (2) Minimum of three years responsible bookkeeping or accounting experience, with at least one year in governmental accounting.

KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of principles and practices of accounting. 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. Ability to prepare technical reports.

REPORTS TO:

Administrator of Food Service

JOB GOAL

To maintain accounting records, provide an expenditure of funds, and prepare periodic financial reports as required. Work detail and specific routines may vary according to Food Service 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) Monitor expenditures of funds to ensure compliance with applicable laws.
- (3) Prepare financial reports, audits and verifications as required by state and federal regulations.
- (4) Prepare and record appropriate journal entries for balance sheet, revenue and expenditure accounts.
- (5) Correlate invoices, purchase orders and receiving reports for payment.
- (6) Maintain knowledge of current laws, regulations and principles in area of assignment.
- (7) Assist in preparing the District's Food Service annual budget.
- (8) Provide technical assistance to schools and departments.
- (9) Balance District Food Service inventory to expenditures.
- (10) Maintain Average Daily Participation and Revenue Records to assimilate into individual school labor.
- (11) Balance Bank Records to individual school receipts.
- (12) Perform other incidental tasks consistent with the goals and objectives of this position.

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

FOOD SERVICE FINANCE ASSISTANT (Continued)

(13) 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 22-26

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.