

JOB DESCRIPTION Cumberland County School District

CHILD NUTRITION PROGRAM BOOKKEEPER

Purpose Statement

The job of Child Nutrition Bookkeeper was established for the purpose/s of providing a variety of secretarial and bookkeeper support to assigned administrator and child nutrition department; establishing and maintaining department records; tracking department funds and purchases; ensuring compliance of department records with mandated requirements; compiling reports; and monitoring assigned projects and/or program components.

This job reports to Child Nutrition Program Director.

Essential Functions

- Assists in budget projections for the purpose of delivering services within established guidelines.
- Attends and presents information at department and/or in-service meetings for the purpose of conveying and/or gathering information required to perform functions.
- Compiles data (e.g. payroll, budget reports, specialized financial reports, personnel records, etc.) for the purpose of preparing reports or processing requests.
- Maintains a variety of manual and electronic documents files and records (e.g. department databases, time sheets, expense reimbursement requests, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Monitors a variety of activities (e.g. budget and program expenditures, etc.) for the purpose of ensuring that financial practices are followed and in compliance with district policies.
- Prepares a variety of correspondence, reports and other materials (e.g. monthly state reimbursement reports, purchase orders, transfer of funds, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Processes a variety of documents and materials (e.g. all food and non-food invoices, time sheets, student account refunds, requisitions, travel reimbursements, etc.) for the purpose of disseminating information in compliance with established administrative guidelines.
- Researches a variety of topics (e.g. discrepancies, current practices, policies, budget codes, etc.) for the purpose of providing information and making recommendations in a variety of administrative areas.
- Responds to a wide variety of program-specific and district-general inquiries from a variety of internal and external parties for the purpose of providing information, facilitating communication among parties and/or providing direction.
- Supports assigned Administrator and department staff for the purpose of providing assistance with administrative functions.
- Submits a variety of reports (e.g. new hire reports, electronic tax payment, 941 and 941 Scheduled B, etc.) as required by governing agencies.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing pertinent software applications; planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: business telephone etiquette; common office machines; concepts of grammar and punctuation; and office application software.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize specific, job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited. Specific ability-based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working with detailed information/data; and displaying adaptability/flexibility.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; and monitoring budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on 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 90% sitting, 5% walking, and 5% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience is required.

Education Targeted job related education that meets organization's prerequisite requirements.

Equivalency None Specified

Requirement

This is a non-certified position.

Continuing Educ. / Training

As needed

Certificates & Licenses

None Specified

Clearances

Criminal Justice Fingerprint/Background Clearance

LSA Status

Non Exempt

Approval Date

Salary Grade