



# Pickens County Schools

## Job Descriptions

### FOOD SERVICE ACCOUNTING SPECIALIST

**Title/Position:** Food Service Accounting Specialist

**Retirement:** Teacher Retirement System of Georgia

**Terms of Employment:** 200 Days, 8 hours/day

**Salary:** Classified Salary Schedule Grade G (Starting pay \$17.50/hour)

**Reports to:** Director of School Nutrition

- Qualifications:**
1. High School Diploma
  2. Associate's degree with concentration in business administration, accounting or related field preferred. Or minimum 5 years successful experience in business administration, food service accounting or related field in lieu of Associate's degree.
  3. 3 to 5 years successful experience in business administration, food service accounting or related field.
  4. Knowledge of department software, automated accounting software, student information systems, excellent computer skills- Microsoft Office, Excel-required.
  5. Excellent oral and written communication, problem solving and organizational skills.
  6. Maintain confidentiality, evaluate, prioritize workload and meet aggressive deadlines.
  7. Knowledge of USDA Child Nutrition Program regulations- strongly preferred.
  8. Georgia Drivers License.
  9. Routine physical activities-occasionally required prolonged standing and lifting.
  10. Such alternatives to the above qualifications that may be found appropriate and acceptable.

**Evaluation:** Performance of this job will be evaluated annually in accordance with provisions of the Board's Policy on evaluation.

### RESPONSIBILITIES

- Maintains a complete and systematic set of financial records with all financial transactions of the SN Program following Federal/State/Local requirements.
- Performs all functions related to Accounts Payable including reviewing invoices to ensure invoice prices paid by SN are correct per quotation/bid/purchase order, entering invoices for payment, and cutting checks. Ensures timely payment of all invoices.
- Produces all SN purchase orders under the guidance of the SN Director.
- Assists SN Director with processing of school cafeteria and SN orders distributing them to vendors within required timelines.
- Produces monthly financial reports within required timelines.
- Distributes tracks and collects at the end of the school year, all school café change funds.
- Acts as SN liaison with bank and procures/distributes all banking supplies to café managers.
- Makes SN bank deposits as necessary.
- Collects, reviews, compares and makes any necessary corrections of revenue receipts to weekly cash income reports for each school. Reconciles school café deposit slips with bank statements and verifies daily deposits.
- Collects, reviews and verifies monthly reports from each school, prepares report for review by SN Director prior to submitting monthly claim for reimbursement on the DOE School Nutrition Online software.
- Transfers SNP financials from the General Ledger to the state School Nutrition Online software.
- Manages and maintains all activities with NSF check recovery system.
- Cooperates with audits performed on SN program by government and regulating agencies.
- Manages and maintains all activities related to on-line meal payment system.
- Computes payroll accruals, prepares and submits yearly salary schedules for approval, collects and reviews time sheets for staff employed through a contract service company.
- Assists managers with software and troubleshooting other computer problems.
- Coordinates upgrades and maintenance of SN Meal Counting and Claiming Software with School System technology Services and Software Company.
- Monitors communication and initiates export files between student database and SN software programs.
- Processes free and reduced meal applications, sends out direct certification letters and notification letters to households, maintains free and reduced data base and assists with customer and SN manager inquiries regarding meal applications or approvals.
- Documents and enters journal entries to all receipts, NSF returns, inventory, transfers, payroll accruals, interest and corrections in school district financial software.
- Compiles reports to assist Director with preparation of budget.
- Receives telephone calls and provides routine information regarding the School Nutrition program.
- Attends professional development and/or training to maintain working knowledge of relevant processes and procedures for position.
- Performs other duties as assigned.

*Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.*