

## **CLASSIFIED JOB DESCRIPTION**

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### **PERRIS SCHOOL DISTRICT**

### **ACCOUNTING SPECIALIST- NUTRITION SERVICES**

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#### **SUMMARY**

Under the supervision of the Director of Nutrition Services, performs complex accounting and budgeting work involving the computation, preparation, recording, auditing, reconciliation, and maintenance of financial transactions, records, accounts and reports for the Nutrition Services Department. Calculates financial projections; reviews, prepares and maintains accounting, budgetary and other fiscal records; provides technical and procedural assistance for Department staff and performs related duties as assigned.

#### **DISTINGUISHING CHARACTERISTICS**

This classification requires specialized subject matter expertise in generally accepted accounting principles, practices, and procedures including governmental accounting and budgeting. It also requires analytical problem solving, usually under prescribed and widely used principles and concepts.

#### **REPRESENTATIVE DUTIES**

The duties listed are typical, but not exclusive:

1. Maintain a complete set of financial records such as accounts receivable, accounts payable and other complex District accounts; coordinate related accounting activities with other functions. Perform professional accounting work in accordance with a prescribed accounting system and generally accepted principles of accounting.
2. Verify, balance and adjust accounts; may assist in resolving computer-related problems.
3. Post, assemble, tabulate, compare and verify financial and statistical data.
4. Prepare warrants, invoices, time records, requisitions, purchase orders and similar documents.
5. Compare, schedule, index and file bills, vouchers, warrants and other records.
6. Analyze data and prepare projections, financial statements and reports providing statistical and financial information related to Nutrition Services' financial position and transactions. Perform accounting functions for all current and all future programs adopted by the District, such as the multi-location Summer Feeding Program.
7. Operate a variety of office machines including computer terminal, calculator and typewriter.

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8. Expedite orders as necessary; discuss invoice adjustments with vendors.
9. Maintain journal accounts; balance, check and correct irregularities.
10. Prepare and verify extensions; post expenses to subsidiary ledgers; maintain and report on account balances as necessary.
11. Prepare a variety of comprehensive financial statements and reports for the Director and District; maintain efficient and effective record-keeping systems and audit trails at District, State and Federal levels.
12. Provide information to employees as requested. Provide assistance to District and other personnel regarding budgets, accounts and related information; provide technical and procedural assistance to Department clerical and other staff; coordinate catering accounting with other departments and District personnel.
13. Prepare, revise and input the budget into the computerized accounting system. Prepare, review and correct school and department budget and expenditure transfers; verify account numbers and related information; prepares a variety of forms for the receipt of District funds. Analyze budget documentation to assure that expenditures are properly charged and do not exceed appropriations; make recommendations accordingly. Track and account for new positions and the replacement of vacancies.
14. Conduct research, analyze laws, regulations and data and make recommendations for new or revised fiscal related processes and procedures. Assist in the development and implementation of new or revised procedures and forms to assure efficiency and compliance with District policies and government regulations. Attend industry trainings and meetings to ensure compliance with Federal and State regulations.
15. Maintain records and files for District cafeteria/equipment upgrades and replacement projects under direction of supervisors. Maintain site and District warehouse inventory records.
16. Prepare claims for Federal and State reimbursement. Update database as needed with new reimbursement rates and point-of-sale data.
17. Monitor and audit student meal counts and revenues. Log and account for meal receipts collected at school sites. Track sales taxes. Count and prepare records of

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cash and checks; prepare bank deposits; forward monies according to approved procedures.

18. Track program and non-program costs and revenue to ensure government compliance with the Healthy Hunger-Free Kids Act of 2010 (HHFKA).

19. File quarterly sales tax returns to the State Board of Equalization.

20. Perform related duties as assigned.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge of:**

- Accounting, auditing and budgetary principles and practices including governmental accounting.
- Principles of financial administration including budgeting, financial projections, recordkeeping, information storage and record retrieval systems and techniques; database structure; modern office practices and procedures.
- District accounting and fiscal operations.
- Record-keeping techniques.
- District organization, operations, policies and objectives.
- Oral and written communication skills.
- Applicable sections of State Education Code and other applicable laws.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer.
- Technical aspects of field specialty.

#### **Ability to:**

- Perform professional and technical accounting work involved in the preparation and maintenance of financial records.
- Develop, prepare, file, audit and analyze a variety of accounting, budgeting and financial summaries, statements, worksheets and reports.
- Maintain a variety of records, accounts and funds.
- Research and interpret data, regulations, rules, guidelines, and policies.
- Prepare clear and accurate financial statements.
- Work independently with little direction.
- Establish and maintain cooperative and effective working relationships with others.
- Analyze problems accurately and adopt an effective course of action.
- Meet schedules and time lines.

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- Plan and organize work.
- Work confidentially with discretion.
- Communicate effectively both orally and in writing.
- Type at a rate sufficient to effectively perform the typing duties required of the position; proficient operation of computer terminal; effective use of calculators and adding machines with ability to use 'ten key' by touch; proficient knowledge of Microsoft Excel or other similar electronic spreadsheet applications; knowledge of database structure.

## **EMPLOYMENT STANDARDS**

### **EDUCATION**

High School Diploma and Associates Degree or equivalency in a related subject is required.

### **EXPERIENCE**

Job related experience within specialized field is required. Three years of responsible experience in financial, statistical or fiscal record keeping work highly desired.

### **PHYSICAL ABILITIES**

- Physical agility sufficient to push/pull, squat, twist, turn, bend, stoop and to reach overhead.
- Hearing sufficient to conduct in person and telephone conversations.
- Speaking ability in an understandable voice with sufficient volume to be heard in normal conversation, in person and on the telephone.
- Vision sufficient to read printed materials.
- Manual dexterity sufficient to write, use telephone and office equipment, and perform limited medical treatments.
- Physical stamina sufficient to sit, stand or walk for prolonged periods of time.

Job Description - Accounting Specialist-Nutrition Services

245 Work Days

Classified Salary Schedule 300, Row 30

Salary \$23.41-\$31.17

**Board Approved: April 14, 2016**