



Child Nutrition Accountant

JOB DESCRIPTION

The Child Nutrition Accountant, under the supervision of the Director of Child Nutrition, provides support by performing accounting, budgeting, analysis, project management, and providing decision support for the Child Nutrition Department. Also acts as the financial officer for the department and helps deterring regulations and financial policies with the department.

EDUCATION AND CERTIFICATION REQUIREMENTS

- Bachelor's Degree in Accounting preferred, or degree in business related field required

KNOWLEDGE, SKILLS, ABILITIES

- Two years of accounting experience required
- Skill in effectively communicating, both verbally and in writing
- Ability to manage budget

DUTIES AND RESPONSIBILITIES

1. Performs record keeping and prepares required documentation to ensure all monthly claims for federal reimbursement
2. Performs all accounting for Concessions Department, including purchase orders, invoices, and timesheets
3. Sets up vendor accounts and purchase orders
4. Maintains all accounts payable and receivable records
5. Pays all bills in a timely manner, as well as resolving any disputes related herein
6. Prepares the annual department budget and makes recommendations on forecasting and price increases
7. Acts as a liaison between the depository bank and the department
8. Prepares all payroll and leave forms, including time sheets and service records
9. Reconciles warehouse inventory
10. Develops procedures to conduct audits of school cafeterias
11. Performs all other duties as assigned

MENTAL DEMANDS

Ability to communicate (verbal and written), concentrate, interpret policies and procedures, reason, understand verbal instructions, analyze, differentiate, memorize, read, coordinate, compile, compute, instruct, and maintain emotional control.

PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS

Ability to lift and/or carry moderate weight (under 15 pounds), sit, stand, walk, reach, perform repetitive hand motions, hear, speak, maintain visual acuity, occasionally travel out of town and in district. May experience irregular or prolonged hours.

PAY SCALE: PO2

NUMBER OF DAYS: 226

The Judson School District considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.

Revised
12/2/07