

JOB DESCRIPTION
Grossmont Union High School District

FOOD SERVICE ACCOUNTING TECHNICIAN

Purpose Statement:

The job of Food Service Accounting Technician is done for the purpose/s of performing a wide variety of financial activities including processing, recording, updating and reconciling food services fiscal information; analyzing costs of programs and services, and providing analytical information as may be required by administrative and program personnel and/or regulatory agencies. Incumbents in this classification provide students and staff with fiscal services which in turn directly supports learning.

This job reports to Assigned Administrator

Essential Functions

- Assists in analyzing profit and loss for the purpose of preparing recommendations and/or reports for administrative review and action.
- Develops and maintains a variety of worksheets (e.g. cash deposits, vendor listing, contract labor, State and Federal programs, automobile and truck records, food requisitions and supplies, inventory, etc.) for the purpose of maintaining an up-to-date trail for reference and ensuring compliance with established regulations.
- Maintains a variety of records (e.g. daily reports, register tapes, sales reports, invoices, etc.) for the purpose of maintaining an up-to-date trail for reference and ensuring compliance with established regulations.
- Prepares various reports, documents and other written materials (e.g. federal and state mandated reports, sales tax work sheets, procedures, memos, letters, payment vouchers, checks, warrant summary report, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Processes food service financial data (e.g. data entry, NSF checks, journal entries and corrections, receipts, AR/AP, etc.) for the purpose of disseminating information in conformance with established requirements.
- Researches discrepancies of financial information and/or documentation for the purpose of ensuring accuracy and adhering to procedures in conjunction with accountant.
- Responds to inquiries of staff, other educational institutions, the public, parents and/or students for the purpose of providing information and/or direction.
- Reviews bank statements to daily deposits for the purpose of providing an up-to-date trail for reference and ensuring compliance with established regulations.
- Trains cafeteria supervisors in financial accountability for the purpose of ensuring adherence to established accounting practices.

Other Functions

- Assists other personnel for the purpose of ensuring an efficient and effective work environment.
- Attends meeting as assigned for the purpose of conveying and/or gathering information required to perform functions.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: applying district, state and federal policies and regulations; operating standard office equipment; performing standard bookkeeping/accounting procedures; preparing and maintaining accurate records; and utilizing pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: accounting/bookkeeping principles; concepts of grammar and punctuation; and utilizing pertinent software applications.

ABILITY is required to schedule activities and/or meetings; routinely 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 but different 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 a variety of job-related equipment. In working with others, problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include: being attentive to detail; communicating with diverse groups; maintaining a professional work environment; maintaining confidentiality; meeting deadlines and schedules; setting priorities; and working with detailed information/data.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; and operating within a defined budget. Utilization of resources from other work units may be required to perform the job's functions. There is some opportunity to significantly impact 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; and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience is required.

Education Community College and/or Vocational School degree with study in job related area.

Required Testing

As required for position

Certificates & Licenses

None Specified

Continuing Educ. / Training

None Specified

Clearances

Criminal Justice Fingerprint/Background Clearance
TB Clearance

FLSA Status

Non Exempt

Approval Date

11/10/2005

Salary Grade

Unit II 45