

ACCOUNTING TECHNICIAN-FOOD SERVICES

BASIC FUNCTION:

Under the direction of the Director of Food Services, perform a variety of technical accounting duties in support of the Food Services department; compile and assure accuracy of meal count data and prepare related reports by category and site; monitor, audit and maintain Department accounts; prepare and maintain a variety of financial and statistical records, files and reports.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of technical accounting duties in support of the Food Services department; monitor funds for income and expenditures; audit accounts for errors and make appropriate adjustments; review, adjust and assure accuracy of journal entries; assure financial activity complies with established local, State and federal regulations.

Compile and assure accuracy of meal count data; consolidate breakfast and lunch meal counts according to established procedures; account for free, reduced and paid applicants and make appropriate adjustments to meal counts; calculate revenue and expense figures; prepare meal count reports and reimbursement claims by category and site; maintain related records.

Verify, balance and adjust assigned accounts in support of the Food Services department; transfer funds as appropriate; receive monies and balance cash accounts; make bank deposits; reconcile and verify accuracy of bank statements on various funds.

Compile information and prepare and maintain a variety of financial and statistical logs, records and reports related to Department accounts, income, expenditures, inventory and assigned duties; prepare profit and loss statements; submit reports to appropriate agency or personnel.

Input budget, accounting, record-keeping and other financial information into assigned computer system and generate computerized reports; review data, records and reports for accuracy and completeness.

Assemble, match, sort, tabulate, check and post a variety of financial and statistical data including income and expenditures; receive, maintain and process confidential files and duties.

Operate a variety of office equipment including a calculator, copier, fax machine, computer and assigned software; drive a vehicle to conduct work.

Interpret policies and regulations; communicate with District personnel and outside agencies to exchange information, coordinate activities and resolve issues or concerns.

Prepare correspondence concerning Department activities as requested; process a variety of forms and applications.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods, procedures and terminology used in technical accounting and auditing work.
Techniques, procedures and practices use in the collection and reconciliation of meal count data.
Financial and statistical record-keeping techniques.
Preparation of comprehensive accounting reports and reimbursement claims.
Preparation, review and control of assigned accounts.
District organization, operations, policies and objectives.
Policies and objectives of assigned program and activities.
Applicable laws, codes, regulations, policies and procedures.
Interpersonal skills using tact, patience and courtesy.
Oral and written communication skills.
Modern office practices, procedures and equipment.
Operation of a computer and assigned software.
Arithmetic computations.

ABILITY TO:

Perform a variety of technical accounting duties in support of the Food Services department.
Compile and assure accuracy of meal count data and prepare related reports by category and site.
Monitor, audit and maintain Department accounts.
Maintain accurate financial and statistical records.
Prepare and analyze comprehensive accounting reports and reimbursement claims.
Assemble, organize and prepare data for records and reports.
Monitor Department income and expenditures.
Compare numbers and detect errors efficiently.
Establish and maintain cooperative and effective working relationships with others.
Communicate effectively both orally and in writing.
Operate a computer and assigned software.
Make arithmetic computations with speed and accuracy.
Plan and organize work.
Meet schedules and time lines.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college-level course in accounting, finance or related field and three years experience performing varied accounting, record-keeping and report preparation duties.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate standard office equipment.

Seeing to read a variety of materials.

Hearing and speaking to exchange information.

Bending at the waist, kneeling or crouching to retrieve and file materials.

Sitting for extended periods of time.