

Somerset County Public Schools

Job Description

Job Title: Accounting Associate – Food Service, Transportation and Operations
Department: Finance Department
Reports To: Chief Financial Officer
FLSA Status: Non-exempt
Prepared By: Wendy L. Harrison
Prepared Date: 1/22/14
Approved By: Superintendent
Approved Date: April 25, 2014

I. Summary

The Accounting Associate for Food Service, Transportation and Operations performs various bookkeeping, accounting and administrative functions.

II. Essential Duties and Responsibilities include the following:

- Processes cash receipts and monitors bank account transactions for Food Service.
- Prepares accounts payables and processes checks for Food Service, Transportation and Operations. Responds to vendor inquiries.
- Process bus contractor expenses and payments for Transportation.
- Enters requisitions and orders office supplies, as needed.
- Reviews invoices for accuracy, matches to purchase orders and non-purchase order invoices, obtains written supervisor approval of payment along with proper budget code and account for data entry.
- Performs reconciliations, account analysis, and journal entries.
- Submits routine reports to MSDE for Food Service claims and reimbursements.
- On-site visits at school cafeterias
- Provides financial reports and documentations as necessary for audits.
- Performs a variety of secretarial duties such as composing and typing non routine letters, memos, reports, etc. Assists with answering phone as needed.
- Maintains files and records (e.g. journal entries, cash receipts, accounts payable)
- Makes suggestions for improvements of the finance department policies and procedures.
- Assist with training other staff to improve financial reporting and compliance with policies.
- Provides assistance and support to other Finance Staff as appropriate.
- Performs other duties as assigned by supervisor.

III. Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

A. Education and/or Experience

Minimum requirement of an Associate Degree in Accounting or Business. At least three (3) years work experience in an accounting field. Knowledge of school systems and proficiency with SunGard eFinance or comparable accounting software is preferred.

B. Certificates, Licenses, Registrations

A valid driver's license is required.

C. Language Skills

Ability to read, analyze, and interpret technical procedures, reporting manuals, education law and legislation. Ability to comprehend and communicate effectively in English.

D. Mathematical Skills

Ability to calculate using an adding machine and apply basic concepts of algebra.

E. Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

F. Computer Skills

Experience in the use of Microsoft Office software including Excel, Word, and Outlook. Knowledge of basic accounting software functions. Proficient with data entry and typing.

G. Other Skills and Abilities

Time management, efficiency, and organizational skills are critical for meeting deadlines and reporting requirements. Ability to work collaboratively to accomplish system wide goals.

H. Other Qualifications

Must be detail oriented and able to accomplish a wide variety of tasks. Highest level of integrity, accountability, dependability, timeliness and professional ethics is expected. Ability to properly maintain and handle confidential information.

IV. Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Reports potentially unsafe conditions; Uses equipment and materials properly.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk and use hands to finger, handle, or feel. The employee is occasionally required to sit and reach with hands and arms. The employee must occasionally lift and /or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

V. Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts. The noise level in the work environment is usually moderate.