

**LAS CRUCES PUBLIC SCHOOLS
JOB DESCRIPTION**

TITLE: NUTRITION SERVICES ACCOUNTS PAYABLE SECRETARY

FLSA STAUS: Non-Exempt

SALARY/TERMS OF EMPLOYMENT: Classified Personnel
Secretary/Clerical
Range 2
260 Days/8 hours a day

MINIMUM QUALIFICATINS: 1. High school diploma or equivalent
2. Ability to use a personal computer for word processing, data entry, and spread sheet applications
3. Bookkeeping experience
4. Working knowledge of basic office procedures and machine
5. Ability to work with the public

REPORTS TO: Nutrition Services Director

JOB GOAL: To assist in the support of Nutrition Services school staff

PERFORMANCE RESPONSIBILITIES:

BASIC SECRETARIAL SKILLS:

1. Complies with and uphold department rules, administrative directives, and regulations and board policy.
2. Assists with compiling other data as may be required
3. Assists with answering and placing phone calls
4. Maintains appropriate filing system as required
5. Assists other office personnel with duties as appropriate for meeting deadlines and timely submission of required reports
6. Greets and directs visitors and provides information as required
Complies with local, state, and federal rules and regulations
7. Agrees to fulfill performance responsibilities in locations(s) assigned
8. Performs other duties as assigned within the parameters of the job description and job analysis

SPECIFIC JOB DUTIES:

1. Checks vendor invoices for accurate pricing, extensions, and matching to statements
2. Assists with the meal application processing procedure including any necessary follow-up
3. Copies and distributes inter-office and inter-school correspondence as directed
4. Distributes worksheet menus to managers with appropriate forms for grocery orders
5. Maintains supplies of current forms for areas of responsibility

6. Compiles vendor orders and manages food shortages and overages in conjunction with Nutrition Services Coordinators including contacting vendors, as necessary.
7. Receives all invoices and checks pricing
8. Consolidates and processes produce orders
9. Maintains current records on students with special dietary needs
10. Performs other duties as assigned within the parameters of the job description and job analysis.

COMPUTER SKILLS:

1. Performs data entry on office computers and performs other office routines and practices associated with an efficient office
2. Able to use Microsoft Office programs including but not limited to Word and Excel.
3. Designs form for Nutrition Services operations
4. Performs other duties as assigned within the parameters of the job description and job analysis.

BUDGETING SKILLS:

1. Prepares invoices for vendor payment of materials and services including keeping a current log of invoices paid
2. Audits invoices for merchandise received
3. Matches delivery copy with finance copy of purchase order and communicates when delivery copy of purchase order is not returned or does not match
4. Communicates with companies when invoices are not received, are incorrect, or credit is needed
5. Performs other duties as assigned within the parameters of the job description and job analysis.

PROFESSIONALISM:

1. Communicates and works in a courteous and professional manner with his/her immediate supervisor, district administration, district staff, peers and the public
2. Observes contract time

EVALUATION: Performance of this position will be evaluated in accordance with provisions of the CSEC-LC/LCPS Agreement on the evaluation of classified personnel.

I accept this position offered and agree to the above job description:

SIGNATURE: _____ **DATE:** _____

APPROVED BY: _____ **DATE:** _____

Revised 05/14