

Griffin-Spalding County School System

Title: Nutrition Department - Bookkeeper	Location: Secretarial/Clerical
Job Details: 230 Days/Non-Exempt/Full-time	Reports To: Director of Nutrition
Updated: 12/17/2021 Reviewed: 09/26/2022	Salary Schedule: Classified Pay Grade: GN

JOB SUMMARY

This position is responsible for performing a variety of accounting functions including developing, analyzing and interpreting various financial data, balancing and reconciling all financial accounts, and preparing and submitting all GADOE financial reports for the School Nutrition Program (SNP) as required. The position adheres to accepted accounting systems and practices, and ensures fiscal compliance with federal, state, and local government regulations for the SNP Department.

ESSENTIAL FUNCTIONS

(Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all duties and responsibilities performed by incumbents of this class.)

- Prepares, verifies and submits monthly financial meal count claims to the Georgia Department of Education School Nutrition Division (GaDOE) by established deadline.
- Performs monthly reconciliation of all departmental bank accounts by established deadline.
- Develops and manages filing system for all financial records, including establishing new files and purging existing files.
- Develops and prepares complex reports including estimates, forecasts, income and expenditure reports as needed by the SNP Director.
- Tracks and analyzes data for school level costs such as: food, non-food, equipment and other products.
- Reviews monthly program participation reports for accuracy.
- Assists the SNP Director with the preparation of the monthly Board of Education departmental report by providing requested financial data and program participation information.
- Researches, interprets and verifies data for inclusion in various financial reports.
- Ensures accuracy, completeness and compliance with GSCS BOE accounting policies and procedures.
- Prepares and submits financials to meet GADOE deadlines.
- Prepares and issues monthly departmental reimbursement checks for BOE payroll.
- Prepares all bank deposits for payments received; posts all cash payments for SNP Department.
- Prepares annual SNP employee work schedule spreadsheet for submission to the payroll office.
- Prepares and enters all journal entries for food transfers, USDA foods received, rebates, end of month inventory adjustments, returned checks, online meal payment adjustments and all revenues, receivables and payables. Prepares and maintains monthly balance sheet, profit and loss, and documentation of revenue and expenditures for each school for accurate financial reporting to GaDOE as required.
- Maintains spreadsheet for accrued payroll reversal at the end of the school year.
- Prepares and maintains all catering accounting records.
- Performs other duties as assigned by the Director of School Nutrition.

SUPERVISES

- No supervisory responsibilities

MINIMUM QUALIFICATIONS

- High School diploma or equivalent
- Three years of experience in school nutrition and/or business management

- Current Serv-Safe Manager certification

PREFERRED QUALIFICATIONS

- Degree in business related field
- Experience with procurement processes
- Five years' experience in food service industry

COMPETENCIES NECESSARY TO DO THE JOB

- Ability to work competently with Microsoft Office Suite applications with emphasis on word processing and spreadsheets
- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to understand verbal instructions and to communicate effectively on the telephone and in person.
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions; troubleshoot and install computer systems and equipment,
- and organize documents and materials.
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate standard office equipment, repair and maintain computer systems and related equipment and to operate a motor vehicle.
- Sufficient personal mobility, flexibility, and balance, with or without reasonable accommodation, which permits the employee to work in various office/school locations with computer equipment, lifting or moving objects that weigh up to 40 lbs.
- Job tasks may require, with or without reasonable accommodation, climbing, stooping, kneeling, crouching, reaching, standing, walking, lifting, grasping and repetitive motions.
- Ability to work well independently and as part of a team
- Strong communication skills (written and oral)
- Ability to manage time productively
- Skilled with organization and possess the ability to handle multiple tasks
- Ability to maintain emotional control under stress
- Ability to be regularly, predictably and reliably at work

EVALUATION

- Performance of this job will be evaluated in accordance with the provisions of the Board's policy on evaluation of classified personnel.