

**Central Valley School District
Job Description #812**

TITLE Nutrition Services Bookkeeper II

GENERAL SUMMARY

ESSENTIAL JOB FUNCTIONS

1. Assign Food Service substitutes on a daily basis as required. Manage automated sub calling system for Food Service.
2. Maintain accurate data on all substitutes (e.g. evaluations, health permits, Hep A shots)
3. Code invoices and process for payment. Keep open Purchase Order accounts, as well as online Purchase Requisitions.
4. Various record keeping of appropriate funds. Enter "Daily Cashier's Report" into computer, run daily reports and month end reports.
5. Prepare statistical reports as required, i.e. staffing and working hourly report and bread/milk usage report.
6. Responsible for time sheets and necessary monthly payroll functions.
7. Respond to school employees in a cordial courteous manner, answer telephone; relay messages.
8. Compose and word process standard letters, memoranda or reports independently with little or no instruction in an accurate manner.
9. Exhibit confidentiality, initiative, creativity and enthusiasm in performing job functions. Must be able to set own time lines and progressively work to stay on task. Need to be able to set daily priorities.
10. Follow the procedure for NSF check collections: includes phone work and a progression of follow up letters.
11. Perform related duties as required by the Supervisor of Food Service. This may include tracking rebates/invoices.
12. Cross train efforts with Food Service Secretary (e.g. ordering, transfers & inventory).
13. Perform random verification of free and reduced lunches. NSLP verification of income on application process.
14. Verify students status for schools, principals and secretaries.
15. Coordinate training of new kitchen personnel and backup substitute positions.

REPORTING RELATIONSHIPS

This position reports to the Supervisor of Food Service.

MENTAL DEMANDS

Experiences frequent interruptions; required to meet inflexible deadlines; requires concentration and attention to detail; may occasionally deal with distraught or difficult individuals.

PHYSICAL DEMANDS

Required to sit for prolonged periods; exposed to visual display terminal for prolonged periods.

QUALIFICATIONS

1. Demonstrated skill use of software programs such as Word, Windows, Outlook and Excel. Ability to type/word process at least 55wpm.
2. Knowledge of office machines, i.e. copier, calculator, computer, laminator, etc.
3. Basic knowledge of bookkeeping and excellent filing skills.
4. Good organizational and communication skills.
5. Ability to work well independently.
6. Excellent public relations skills.
7. Possess excellent demonstrated skills in computer usage; District main frame, reports and spreadsheets.
8. Requires experience handling confidential information.
9. Have ability to accurately structure and perform basic mathematical operations.
10. Requires demonstrated skills in attention to detail.
11. Need willingness to work additional hours during peak time of year.
12. Possess effective organizational skills and prioritization of workload to meet deadlines.

UNIT AFFILIATION

PSE - Secretarial/Clerical

CONDITIONS

The preceding list of essential functions is not exhaustive and may be supplemented as necessary.

CLASSIFICATION HISTORY

- Revised 11/87
- Revised 10/01
- Revised 4/03
- Revised 8/08