

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Food Services Accounting Clerk	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Fiscal Accounting	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	034 OTBS
REVISED:	September 12, 2001		

BASIC FUNCTION:

Independently maintain and process an assigned segment of financial accounts and records for cafeteria and food services programs.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Input and balance deposits, tape register, accounts receivable, change funds and expenses for all elementary and secondary cafeterias on a daily basis. **E**

Maintain a variety of journals and ledgers; prepare breakdown of income and expenses for individual sites and assists in developing statements of operation. **E**

Process invoices, expense claims, purchase orders, and direct billings or contracts for payment and maintain related controls. **E**

Code and prepare documents and input directly to mainframe/client server; compile data, make adjustments and prepare technical reports and summaries. **E**

Audit cash journals, researches data, analyzes and revises information, and contacts cafeteria staff to resolve discrepancies. **E**

Review and interpret various computer generated reports and submits necessary corrections, additions, or deletions; assist in developing computer applications for specialized reports; prepare or assist in preparation of state reports. **E**

Visit schools and assist in conducting research and investigations to maintain integrity of supplies, equipment and cash in district cafeterias; train cafeteria staff in use of cash registers and proper reporting procedures; prepare correspondence and forms. **E**

Attend meetings and make workshop presentations; operate standard office equipment including microcomputers and related applications; provide necessary documentation to auditors; contacts other staff, vendors and agencies. **E**

May lead the work of clerical assistants.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to three years of recent, progressively responsible, full-time equivalent paid bookkeeping, accounting or fiscal-clerical experience. The recent completion of twelve units of college-level accounting training may be substituted for one year of the experience requirement.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid California driver's license and availability of private transportation (mileage expense allowance provided).

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Accounting principles and procedures.
Technical aspects of field of specialty.
Reading and writing English communication skills.
General office procedures.

ABILITY TO:

Operate standard office equipment including microcomputers and related software applications.
Communicate effectively and maintain cooperative relationships.
Establish and maintain effective working relationships with others.
Plan and organize work.
Meet schedules and time lines.
Maintain records.
Read, interpret, apply, and explain rules, regulations, policies, and procedures.
Type and/or keyboard at 25 words per minute net corrected speed.

WORKING CONDITIONS:

ENVIRONMENT:

Office setting.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information; seeing to read, prepare, and proofread documents; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.