

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Food Services Finance Supervisor	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Food Services	CLASSIFICATION:	Classified
FLSA:	Exempt	SALARY GRADE:	046 AASD Supervisors'
ISSUED:	January 23, 2003		

BASIC FUNCTION:

Supervise the section responsible for accounting and budget functions for school cafeterias and related food service 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

Supervise the processing and maintenance of food services financial records including the opening, posting, adjusting, and closing of all general and subsidiary ledger accounts. **E**

Supervise food services accounts receivable and accounts payable. **E**

Account for all food services revenue and expenditures including surplus fund investments; prepare or supervise the preparation of financial statements. **E**

Prepare monthly profit/loss statements, balance sheets, state and federal subsidy reports, and other reports. **E**

Develop cash control procedures for district food service programs; assist in preparing income and expense projections. **E**

Conduct research and investigations to maintain integrity of supplies, equipment, and cash in district cafeterias. **E**

Develop and present inservice workshops for staff, as needed. **E**

Make recommendations on revision of financial policies, as appropriate; revise food services accounting procedures and manuals and interprets policies. **E**

Assist purchasing department staff in food services contract planning and participates in vendor contract negotiations. **E**

Review and respond to proposed legislation pertaining to school food service finance. **E**

Supervise the maintenance of food services records and provide information to auditors. **E**

Implement computer program changes; attend meetings; select, train, and evaluate the work of assigned staff. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to graduation from a recognized four-year college with a major in accounting, finance, business administration, or other directly related field and four years of recent, increasingly responsible accounting, budget, or finance experience.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Advanced accounting principles.
Modern electronic data processing applications.
Reading and writing English communication skills.

ABILITY TO:

Apply advanced accounting principles.
Prepare operational reports and financial statements.
Analyze statistical data, make cash flow projections, and recommend price adjustments.
Train, supervise, and evaluate the work of others.
Conduct research and make sound decisions and recommendations.
Communicate effectively orally and in writing.
Establish and maintain effective working relationships with others.
Plan and organize work to meet schedules and time lines.
Maintain records and prepare reports.
Analyze situations accurately and adopt an effective course of action.
Work independently with little direction.
Read, interpret, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor, office environment.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare, and proofread documents; sitting 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.