

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
JOB DESCRIPTION**

Job Title: Accounting Associate
Child Nutrition Program

Department: Child Nutrition

Grade H
H.P.D. 8
D.P.Y. 260

Job Description

Date Reviewed: July 2009

Reports To: Director of Child
Nutrition Assistant
Director Child
Nutrition

Purpose of Job

The purpose of this job is to perform administrative/financial functions in a centralized accounting operation for a county-wide school system using knowledge of accounting principles and practices for the 33 cafeterias, with an annual operating budget in excess of 9million dollars, and to provide general support to the Director of Child Nutrition. Duties and responsibilities include coordinating the accounts payable for the 33 cafeterias, processing invoices, preparing checks; researching discrepancies and reconciling bank statements and accounts.

Essential Duties and Responsibilities

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Coordinates the delivery of accounts payable services in a timely and proficient manner and maintains applicable reports for the 33 cafeterias of the Child Nutrition Department.

Reconciles and balances accounts on a monthly basis pertaining to the Child Nutrition Department budget accounts.

Consults with Chief Accountant of the Business Department concerning problems with existing software applications and enhancements to enable the accounting operation of the Child Nutrition Department to work more efficiently.

Maintains the required supporting documentation for the Child Nutrition Department regarding its financial operations insuring a complete audit trail in regards to vendors.

Provides assistance to auditors by identifying requested information regarding the financial operations of the Child Nutrition Department.

Serves as communication liaison for the 33 cafeteria managers with vendors, banking institutions, Director and Assistant Director of Child Nutrition Department in regards to the accounting procedures.

Receives Vendor Complaint Forms, analyzes problem, determines proper course of action, and reviews implementation with cafeteria manager. Coordinates any appropriate follow-up.

Disseminates information to the 33 cafeteria managers as well as communicates any procedure changes, as they occur, to insure strong internal controls.

Assists in providing managers with resources essential for their day-to-day operations.

Maintains current revision of documents and bid requirements in accordance with state and federal regulations pertaining to the Child Nutrition Department. Collects, reports, and analyzes data pertaining to performance measurements used in the evaluation of progress towards the Child Nutrition goals and objectives to improve the effectiveness and efficiency of the operation.

Facilitates the Child Nutrition banking procedures for the Cafeteria Managers and reconciles monthly bank statement for each of the 33 cafeterias.

Effectively utilizes district software applications and Microsoft Excel, Word, and PowerPoint appropriate to the operational requirements of the Child Nutrition Department

Provides administrative support to the cafeteria managers. Coordinates and maintains all documentation in preparation for compensation of vendors.

Analyzes all rebate information and coordinates the collection of required documentation to insure collection of all monetary refunds.

Responds to routine requests for information from and/or provides technical assistance to staff members, the public or other individuals.

Check velocity on meal pay, on-line reconciliation

Additional Job Functions

Performs other duties as required.

Minimum Training and Experience Required to Perform Essential Job Functions

Two years of college with a minimum of twelve semester hours in accounting and a minimum of two years bookkeeping or related experience of which one year of accounts payable experience in

a medium to large organization is preferred. Additional years of related experience may be substituted for each year of the college requirement; or

A Bachelor's degree with 18 semester hours in accounting coursework.

KNOWLEDGE OF JOB

Has general knowledge of the policies, procedures, and activities of the School System and Child Nutrition practices as they pertain to the performance of duties relating to the job of Accounting Associate-Child Nutrition. Has considerable knowledge of Child Nutrition practices as necessary in the completion of daily responsibilities. Knows how to develop and administer operations and staff plans and objectives for the expedience and effectiveness of specific duties of the department. Knows how to keep abreast of any changes in policy, methods, computer operations, equipment needs, etc. as they pertain to departmental operations and activities. Is able to effectively communicate and interact with supervisors, members of the general public and all other groups involved in the activities of the department. Is able to assemble information and make written reports and documents in a concise, clear and effective manner. Has good organizational and human relations skills. Is able to use independent judgment and work with little direct supervision when necessary. Has the ability to comprehend, interpret, and apply regulations, procedures, and related information. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Has the mathematical ability to handle required calculations. Is knowledgeable and proficient with computers. Is able to read, understand and interpret financial reports and related materials.

(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of automated office machines and equipment which includes a computer, printer, copy machine, calculator, telephone, etc. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds of force frequently. Physical demand requirements are at levels of those for active work.

DATA CONCEPTION: Requires the ability to compare and or judge the readily observable functional, technical, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

INTERPERSONAL COMMUNICATION: Requires the ability of speaking and/or signaling people to convey or exchange administrative information. Includes giving assignments and/or directions to co-workers or assistants.

LANGUAGE ABILITY: Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to the job of Accounting Associate-Child Nutrition. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and a well-modulated voice.

INTELLIGENCE: Requires the ability to learn and understand basic to relatively complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the job of Accounting Associate-Child Nutrition.

Accounting Associate Child Nutrition Program

C127

ERBAL APTITUDE: Requires the ability to record and deliver information to supervisors and officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

NUMERICAL APTITUDE: Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; compute discount, interest, profit and loss, ratio and proportion; determine time and weight; and utilize statistical inference.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape, visually with equipment.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using automated office equipment.

MANUAL DEXTERITY: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have average levels of eye/hand/foot coordination.

COLOR DISCRIMINATION: Requires the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with people (i.e. staff, supervisors, general public, and officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures. Must be adaptable to performing under minimal stress when confronted with an emergency related to the position of Accounting Associate-Child Nutrition.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear).

ATTENDANCE: A regular and dependable level of attendance is an essential function for this position.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Date

Date