MORENO VALLEY UNIFIED SCHOOL DISTRICT
Human Resources Division

I. Position Title

Accountant (Food Services)

II. Position Description

Under general supervision, performs professional level accounting work; assists in the development of the budget and control of expenditures; prepares Cafeteria financial reports; performs financial research; and does related work as may be required.

Positions in this class report to the Food Service Manager and performs responsible and technical accounting duties involving the developing, recording, analyzing and reporting on the financial status of the Food Service Budget, accounts and programs.

III. Examples of Duties/Responsibilities

A. Assists in the direction and organization of the work of the accounting department including the recording of income and expenses of Cafeteria funds - E

B. Participates in the compiling and recording of financial transactions with responsibility for Cafeteria monthly financial statements, reconciliation of bank statements, transfer of expenditures, income - E

C. Cafeteria account, analysis and preparation of the accounts receivable billings and compiles accounts receivable and accounts payable as needed - E

D. Analyze general ledger subsidiary accounts and any related adjustments - E

E. Assist in annual budget preparation, transfers and related reports - E

F. Prepares or drafts various reports, general fund supplemental annual report (J203), year-to-date financials, year-to-date sales reports, participation reports, vendor rebates - E

G. Assist with Inventory Control and related reports

H. Assist with processing lunch applications

I. Assist with calling Food Service substitutes, as needed

(E) - Essential

IV. Minimum Qualifications

Knowledge of:
• Accounting and financial record keeping principles, procedures, and theory, especially as pertaining to governmental and school district accounting
• Modern office practice as applied to financial record keeping
• Requirements of the California Nutrition programs, data processing procedures and terminology
• Personnel management and supervision

Ability to:
• Work effectively under deadline stress
• Assume responsibility and demonstrate growth potential
• Demonstrate initiative, responsibility, integrity, and judgment
• Establish and maintain effective relationships with others

Education and Experience
• Education: Equivalent to completion of college with a major in accounting or business administration
• Experience: Three (3) years of responsible accounting experience involving bookkeeping, account records, financial processes and reporting with responsibility for general ledgers, special funds, payroll, budget conformity, and governmental reports
• Public school experience and some supervisory responsibilities are desirable
• Some experience in the application of data processing to accounting transactions is desirable
• Equivalencies: Preferred or desirable experiences may be substitute for part of the college training, or additional college training may be substituted for part of the experience

Working Conditions
Environment
• Office environment
• Subject to frequent interruptions
• Periodic work in equipment room

Physical Abilities
• Seeing to inspect financial or statistical records
• Hearing and speaking to exchange information
• Sitting for extended periods of time
• Reaching overhead, above the shoulders and horizontally to retrieve and shelve supplies
• Dexterity of hands and fingers to operate standard office equipment
• Bending, stooping and squatting
• Climbing step stools

Revised
2/99/am