

AUDIT CLERK (NUTRITION SERVICES)

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

Under the general supervision of the Coordinator of Nutrition Services, performs diverse, specialized duties related to salary and budget processes for Nutrition Services, and provide information related to the availability and appropriateness of funding sources.

ESSENTIAL JOB FUNCTIONS:

- Perform diverse, specialized duties related to salary and budget processes and documents for budgetary control purposes of all Cafeteria funds.
- Coordinate with department administrator, Coordinator I of Business, to establish annual budget projections and expenditures, including all Cafeteria funds; assist with the preparation of Cafeteria fund reports; provide technical assistance in the development of budget requests.
- Monitor the Cafeteria fund budgets to assure proper expenditures for budget information, funding sources, and procedures and policies for purchase of materials
- Communicate with other departments to resolve problems and discrepancies; respond to questions, and provide detailed instructions on requests regarding Nutrition reports
- Prepare personnel and financial reports as directed; enter budget codes on all personnel contracts for positions to be funded through Cafeteria funds; check budget reports for possible budget code errors by funding source.
- Reconcile bank accounts for Cafeteria funds.
- Prepare all claims for reimbursement under the Cafeteria fund.
- Prepare and maintain Personal Activity Reports and Semi Annual Certifications.
- Monitor Cafeteria fund budgets and financial reporting requirements, produce monthly profit and loss statements and departmental budget report, and assure other Nutrition Services financial compliance responsibilities.
- Provide Nutrition support for point of sale and financial matters
- Perform technical work requiring thorough knowledge of departmental policies and procedures; handle unusual or difficult problems referred by administrators and/or department staff.
- Operate a computer and related software to input, output, update, and access a variety of records and information; generate records, reports, lists, and summaries; operate standard office equipment.
- Maintain spreadsheets for budgets; initiate all financial reports necessary for Cafeteria funds; verify that proposed expenditures meet guidelines of grants or contracts; maintain Cafeteria fund.
- Attend conferences/meetings for continuing education and vendor shows/meetings to view new products.
- Operate a computer and related software to input, output, update, and access a variety of records and information; generate reports, records, lists, and summaries from computer data base; operate standard office equipment.
- Provide excellent customer service by establishing positive relationships with district personnel, distributors, suppliers, vendors, representatives from external organizations, and others; demonstrate tact, diplomacy, and sensitivity to individual concerns; respond to phone calls, e-mails, letters, and other communications; lift and carry moderately heavy objects.
- Support contact and training for point of sale and Nutrition for Nutrition Services
- Perform related duties related to Nutrition Services Department as assigned.

EMPLOYMENT STANDARDS:

- Ability to meet physical requirements necessary to safely and effectively perform required duties
- Ability to follow oral and written directions
- Ability to get along with co-workers and deal with the general public tactfully, courteously and professionally

KNOWLEDGE OF:

- Modern office methods, equipment and procedures
- Correct English usage and computer experience preferred

SKILL AND ABILITY TO:

- Perform the basic function of the position
- Maintain accurate records, inventory, and filing systems
- Work under stressful conditions with numerous interruptions
- Operate a motor vehicle
- Follow written and oral directions
- Initiate and execute duties independently
- Exercise good judgment in health and safety standards
- Communicate orally to effectively convey information
- Establish and maintain effective working relationship with staff and those contacted in the course of required duties
- Write legibly

WORKING CONDITIONS:

- Office environment

PHYSICAL FUNCTIONS:

- Bend, twist, kneel and stoop
- Lift and carry twenty-five (25) pounds
- Stand for extended periods of time
- Be mobile in order to conduct necessary business
- Speak in an understandable manner in order to convey information to co-workers
- Hear and understand speech at normal levels
- See and read notes, memos, etc.

EDUCATION AND EXPERIENCE:

- Any combination equivalent to: high school graduation; food service routing, scheduling, and inventory control experience desired.
- Food Safety Manager certification, or equivalent, desired but not required.

WORK YEAR: Two hundred sixty (260) days

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, sex (pregnancy or gender), sexual orientation, marital status, national origin (including language use restrictions), ancestry, disability (mental and physical, including HIV and AIDS), age (40 and above), medical condition (cancer/genetic characteristics), denial of family and medical care leave, or denial of pregnancy disability leave or reasonable accommodation. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization is a Drug and Tobacco-Free Workplace.

This organization requires a successful candidate to provide employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.