

## **UNION SCHOOL DISTRICT**

### **CLASS TITLE: ACCOUNTING TECHNICIAN – Food Service/Business**

#### **BASIC FUNCTION:**

Under the direction of the Chief Financial Officer, perform a variety of technical accounting duties in support of Food Service, Business, Fixed Assets and related accounts and functions such as accounts receivable, meal counts, free and reduced lunches, and purchasing; process, record and audit deposits, purchase orders and various other transactions; review and process applications to determine eligibility of students for free and reduced lunches.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Perform a variety of technical accounting duties in support of Food Service, Business, Fixed Assets and related accounts and functions such as accounts receivable, meal counts, free and reduced lunches, and purchasing; update accounts to reflect income and expenditures; assure proper recording, processing and accounting of local, state and federal revenue.

Process accounts receivable; verify, record and process incoming revenue, monies, receipts and deposits; review and assure proper coding; check money totals against receipts to assure accuracy; prepare, assemble and distribute bank deposits; reconcile and maintain cash accounts.

Collect and account for various fees (ie: developer).

Maintain, audit and reconcile food service accounts; receive, count, verify, record and process incoming revenue and monies, calculate, assemble, match, sort, tabulate, check, code and post a variety of financial and statistical data including income and expenditures; balance and adjust accounts; audit accounts and transactions for errors and make appropriate adjustments.

Monitor armored car pick-up of cash.

Review, process and verify accuracy and completeness of applications for free and reduced lunches; request additional information as needed; determine student eligibility for free and reduced lunches; prepare and process various accounting and budget forms and applications.

Prepare and maintain a variety of financial and statistical records, reports and files related to accounts, income, expenditures, meal counts, assets, deposits, sales, students, payments, free and reduced lunches, purchase orders, requisitions, transfers, funds, reimbursements and assigned duties.

Input and update a variety of data and information in an assigned computer system; maintain various automated records and files; initiate queries, develop spreadsheets and generate a variety of computerized lists, reports and statements.

Compile and assure accuracy of meal count data from school sites; make appropriate adjustments to meal counts; calculate revenue and expense figures; maintain and update student lunch accounts, prepare and submit reimbursement claims, reports and paperwork for state and federal monies.

Receive, review, process, sort and file purchase orders; compile, assemble and distribute purchase orders including registrations, subscriptions, lists and coupons; confer with vendors when necessary.

Review, process, sort and file invoices and other billings as assigned; verify accuracy of invoices including

cost calculations and vendor information; process and verify fund transfers.

Communicate with District personnel, parents/guardians and various outside agencies to exchange information and resolve issues or concerns.

Operate a variety of office equipment including a calculator, copier, fax machine, computer and assigned software; utilize cash and coin counting machines.

Monitor and maintain adequate food service inventory levels of office supplies as directed; order supplies and generate related purchase orders as needed.

May be required to assist with Basic Food Service Sales or substitute in that capacity.

Provide training and trouble shooting on Point of Sale equipment.

Attend mandatory trainings as required by the position.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**GENERAL KNOWLEDGE OF:**

Methods, procedures and terminology used in technical accounting work;  
Financial and statistical record-keeping techniques;  
Data control procedures and data entry operations;  
Modern office practices, procedures and equipment;  
Operation of a computer and assigned software;  
Oral and written communication skills;  
Interpersonal skills including tact, patience and courtesy; and  
Mathematical computations.

**SPECIFIC KNOWLEDGE OF:**

Preparation of financial statements and comprehensive accounting reports;  
General accounting and business functions of a food service operation;  
Policies and objectives of assigned programs and activities;  
Use and processing of purchase orders, claims, reimbursements and related documents; and  
Preparation, review and control of assigned accounts.

**ABILITY TO:**

Perform a variety of technical accounting duties in support of Food Service, Business, Fixed Assets and related accounts and functions such as accounts receivable, meal counts, free and reduced lunches, and purchase order distribution;  
Prepare, process, verify, evaluate and audit a variety of financial transactions;  
Review and process applications to determine eligibility of students for free and reduced lunches;  
Maintain accurate financial and statistical records;  
Prepare and evaluate comprehensive accounting reports and statements;  
Verify, balance and adjust accounts;  
Identify, investigate and resolve financial errors and discrepancies;  
Monitor and audit income and expenditures;  
Assemble, organize and prepare data for records and reports;  
Receive, verify, process and account for incoming monies and revenue;

Compare numbers and detect errors efficiently;  
Learn, interpret, apply and explain laws, codes, rules, regulations, policies and procedures;  
Operate standard office equipment including a computer and assigned software;  
Communicate effectively both orally and in writing;  
Establish and maintain cooperative and effective working relationships with others;  
Meet schedules and time lines;  
Perform mathematical calculations quickly and accurately; and  
Maintain regular attendance.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school supplemented by college-level course work in accounting or related field and/or three years general accounting experience.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment  
Subject to periodic high noise levels from counting machines  
Site kitchen/cafeteria environment

**PHYSICAL DEMANDS:**

Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines;  
Ability to conduct verbal conversation in English;  
Hear normal range verbal conversation (approximately 60 decibels);  
Sit, stand, stoop, kneel, bend and walk;  
Sit for sustained periods of time;  
Climb stairs, steps, and step ladders;  
Lift up to 20 pounds;  
Carry up to 20 pounds;  
Exhibit full range of motion for shoulder external rotation and internal rotation, shoulder abduction and adduction, elbow flexion and extension, shoulder extension and flexion, hip flexion, back lateral flexion and extension and knee flexion;  
Operate office machines and equipment in a safe and effective manner;  
Demonstrate manual dexterity necessary to operate calculator, typewriter and/or computer keyboard at the required speed and accuracy; and  
Conduct frequent repetitive arm, hand and body motion.

**Disaster Service Worker**

*CA Government Code 3100.* It is hereby declared that the protection of the health and safety and preservation of the lives and property of the people of the state from the effects of natural, manmade, or war-caused emergencies which result in conditions of disaster or in extreme peril to life, property, and resources is of paramount state importance requiring the responsible efforts of public and private agencies and individual citizens. In furtherance of the exercise of the police power of the state in protection of its citizens and resources, all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law.