

JOB TITLE: BOOKKEEPER II- CHILD NUTRITION PROGRAM CLERK

RESPONSIBLE TO: CHIEF SCHOOL FINANCIAL OFFICER (CSFO)

FLSA Status: _____ Non-Exempt

JOB GOAL: Assists in the administration of the Child Nutrition Program's affairs

QUALIFICATIONS:

1. Associate degree in Accounting/Business or prior experience in Accounting/Business/Bookkeeping/Information Technology
2. Previous experience in computerized accounting systems

Note: Applicants for this position may be required to take and pass (with a minimum score of 70%) a basic accounting test administered by the CSFO prior to being interviewed for the position)

JOB DUTIES AND RESPONSIBILITIES:

1. Process and maintain all free/reduced-price meal applications for the school system
2. Assist with annual verification of free/reduced-price meal application
3. Communicate and correspond with parents/guardians of students
4. Communicate with local school CNP managers, school office designees, and Computer Services to ensure accuracy between enrollment system and school meal program
5. Issue purchase orders, verify delivery and process invoices for payment
6. Record availability of commodities for total value
7. Monitor budget/expenditures for CNP
8. Prepare monthly financial report for each cost center's CNP
9. Assist in training cashiers
10. Perform other related duties as assigned

TERMS OF EMPLOYMENT: 12-months (240 days) 8-hours per day

SALARY RANGE: ACCORDING TO BOARD SALARY SCHEDULE

EVALUATION: According to established Board policies and administrative procedures and guidelines