

ACCOUNTING TECHNICIAN I – FOOD SERVICE**DEFINITION**

Under direction, to perform financial record keeping and accounting work required in the maintenance of fiscal records of the Food Service fund; and to do related work as required.

EXAMPLES OF DUTIES

Maintain financial records and accounting control records of all Food Service sales; maintain the online pay program; track food, supplies and equipment; provide assistance and training to Food Service site managers engaged in required accounting work, including the National School Lunch Program (NSLP) free and reduced lunch program; audit applications for NSLP and input data for state-mandated monthly accounting; complete state and federal mandated annual verification audit of the NSLP lunch program; maintain all accounting control records for the Nutrition Center; prepare rebate forms to suppliers; prepare tax returns; correct tax computation errors and other discrepancies; close and balance accounts; with supervision, authorize payment for Food Service account; make intra-fund transfers; review budgetary and other fiscal documents for accuracy, completeness and conformity to rules, regulations and laws; prepare correspondence; may assist in fair hearings on determination of NSLP lunch program; collect money from school sites and prepare daily bank deposits; may record and assist in collection of non-sufficient funds checks; may provide lead assistance and review work of personnel in one of the financial and/or record keeping functions.

QUALIFICATIONS**Knowledge of**

Principles and practices of financial record keeping; basic principles of accounting; methods and terminology of financial record keeping; understanding of governmental accounting principles and procedures, including State of California School Nutrition Programs Guidance Manual; correct English, grammar, spelling and punctuation; modern office methods, procedures, practices and office automation.

Ability to

Close and adjust accounts; compile budget data; prepare documentation for various reporting systems; independently do a variety of technical fiscal record keeping; apply rules and regulations to specific cases; analyze data and draw conclusions; provide lead assistance to financial record-keeping personnel; correct tax computation errors and discrepancies for the Nutrition Center accounts; develop operational procedures and related processes; understand and carry out oral and written instructions; establish and maintain cooperative working relationships.

Experience

Three years of experience in keeping or reviewing accounting or fiscal records which has provided the applicant with the knowledge and abilities listed above.

Education

Equivalent to the completion of the twelfth grade, supplemented by courses in accounting or finance.

Physical Performance Requirements

Frequent sitting, standing or walking much of the time with some bending, stooping, squatting and twisting. Lifting of office supplies and other work related materials occasionally involved. Weight of materials will vary, but generally be of less than twenty pounds.

Licenses

Possession of a valid and appropriate California Driver's License, if required.

Board Approved: December 10, 2002 effective January 1, 2003

Revised: February 8, 2005

Revised: March 13, 2007, effective April 1, 2007

Revised: November 16, 2012, effective December 12, 2012