

## SCHOOL DISTRICT OF SARASOTA COUNTY

### JOB DESCRIPTION

#### ACCOUNTANT, DEGREED - FNS

**SALARY SCHEDULE: SSP-13**

**COST CENTER: FOOD AND NUTRITION SERVICES (9021)**

**QUALIFICATIONS:**

- (1) Bachelor's Degree from an accredited educational institution in any business related major.  
(Accounting degree preferred)
- (2) Minimum of three (3) years successful experience in accounting procedures.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Possess computer skills and proficient in excel and windows. Demonstrable analytical and mathematical competence. Ability to organize and prioritize activities to meet specific deadlines. Understanding of federal, state and local rules and regulations related to school food service programs. Knowledge and skill to keep financial records in an accurate manner. Educated in acceptable accounting standards.

**REPORTS TO:**

Director, Food and Nutrition Services

#### JOB GOAL

To provide for the collection and dissemination of financial and meal participation data for the Director, Area Supervisors and school cafeteria managers, and maintain effective working relationship with Finance.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**

- \* (1) Prepare monthly financial and meal preparation data summaries.
- \* (2) Prepare monthly Profit and Loss Statements for each school cafeteria.
- \* (3) Prepare monthly Equivalent Meal Cost Report for each school cafeteria.
- \* (4) Prepare monthly Profit and Loss Statements for the Director, Area Supervisors and each school cafeteria.
- \* (5) Prepare monthly Equivalent Meals Per Labor Hour for the Director and Area Supervisors.
- \* (6) Prepare monthly reimbursement claims for the National School Lunch Program.
- \* (7) Prepare monthly reimbursement claims for the Department of Health CACFP Program.
- \* (8) Collect monthly deposit slips from each cafeteria manager, reconcile and submit to Finance.
- \* (9) Submit annually the online application for the National School Lunch Program.
- \* (10) Submit annually the online application for the Department of Health CACFP Program.
- \* (11) Order bank supplies for cafeteria managers.
- \* (12) Maintain and update the Food and Nutrition Services web site.
- \* (13) Prepare invoices for catering and snack programs; maintain accounts receivable and collect payments.
- \* (14) Prepare various financial analyses and reports as requested by the Director.
- \* (15) Provide financial, inventory and meal service data to Finance for reporting FNS status to the School Board.
- \* (16) Provide accounting support and submit claims for the Summer Feeding Program.
- \* (17) Assist in the FNS operating budget.
- \* (18) Prepare forms, certificates for classes and perfect attendance.

**School Board Approved -**

**ACCOUNTANT, DEGREED – FNS (continued)**

- \* (19) Prepare information for student refunds and enter into the ESD program.
- \* (20) Participate in training and self-instruction to stay up-to-date in computer software.
- (21) Act as back-up to answer phones and respond to inquiries in a timely manner.
- \* (22) Maintain accounts receivable data, prepare invoices and collect payments for catering services.
- \* (23) Prepare monthly invoices for the After School Child Care snack program.
- \* (24) Assist in preparing National School Lunch and School Breakfast Program Update forms as required.
- \* (25) Assist in preparing the Food and Nutrition Services annual operating budget as required.
- \* (26) Participate in in-service and training programs as needed.
- \* (27) Respond to inquiries by auditors as required.
- \* (28) Prepare all required reports and maintain all appropriate records.
- \* (29) Exhibit support for the District's vision, mission, goals and priorities.
- \* (30) Demonstrate initiative in the performance of assigned responsibilities.
- \* (31) Provide for a safe and secure workplace.
- \* (32) Model and maintain high ethical standards.
- \* (33) Follow attendance, punctuality and proper dress rules.
- \* (34) Maintain confidentiality regarding school matters.
- \* (35) Maintain positive relationships with staff and vendors.
- \* (36) Participate in workshops and training sessions as required.
- \* (37) Communicate effectively with staff and vendors.
- \* (38) Keep Director and Supervisors informed of potential problems or unusual events.
- \* (39) Respond to inquiries and concerns in a timely manner.
- \* (40) Prepare all required reports and maintain all appropriate records.
- \* (41) Follow all School Board policies, rules and regulations.
- \* (42) Exhibit interpersonal skills to work as an effective team member.
- \* (43) Demonstrate support for the School District and its goals and priorities.
- (44) Perform other incidental tasks consistent with the goals and objectives of this position.

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

**Job Description Supplement No. 05**