



Mobile County PUBLIC SCHOOLS

Job Description Title – CHILD NUTRITION PROGRAM ACCOUNTANT

SUPERVISED BY/REPORTS TO: Child Nutrition Director or his/her designee.

FLSA Designation: Non-exempt

QUALIFICATIONS:

- A. Must have a bachelor's degree in accounting, finance, business administration or related area; **OR** Associate's degree in accounting or related area with five (5) years of experience in accounting and bookkeeping practices; **OR** high school diploma with ten (10) years of experience in accounting and bookkeeping practices.
- B. Must provide own or have access to appropriate transportation to meet position requirements.
- C. Must have comprehensive knowledge of double entry accounting and bookkeeping systems and general accounting procedures.
- D. Must have the ability to work with minimum supervision, use independent judgment, operate microcomputers, communicate clearly with the public and employees, work well with others, to be confidential, and to organize and maintain accurate records.
- E. Must have the ability to perform daily work involving written or numerical data, to make arithmetic calculations, and to operate standard office equipment, including a ten-key calculator.
- F. Must have knowledge of computer programs, including spreadsheets, word processing, and general accounting.
- G. Ability to meet the suitability criteria for employment under the Alabama Child Protection Act of 1999 and Act No. 2002-457.
- H. Good general health, clean in attire and appearance.
- I. Regular and punctual attendance; full compliance with system sick leave and personal leave policies.

LANGUAGE SKILLS:

Ability to read and interpret documents including safety rules, attendance instructions, and district procedure manuals and policies. Ability to write routine reports and correspondence and follow written and oral instructions.

REASONING ABILITY:

Ability to apply common sense understanding to carry out detailed written or oral instructions. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

PERFORMANCE RESPONSIBILITIES AND ESSENTIAL DUTIES:

The performance responsibilities and essential duties described here are representative of the knowledge, skill, and/or ability required. These must be met by an employee to perform the essential functions of this job successfully and satisfactorily.

1. Performs audits of CNP cafeteria sites accounting activities.
2. Provides technical software support to CNP school sites.
3. Performs the following general accounting functions:
 - a. Prepares journal entries for the Child Nutrition Program.
 - b. Makes computations for purposes of preparing or verifying invoices and statements of amounts due for items purchased or services rendered.
 - c. Assists in preparing periodic financial and statistical statements, reports, and tabulations as required.
 - d. Reviews Child Nutrition Program financial data for accuracy.
 - e. Monitors/inputs CNP financial data to central office general ledger.
 - f. Assists with preparation of annual budget and annual financial statements.
4. Assists in conducting in-service training of cafeteria managers on the software used at the school sites for daily procedures, accounting, and other related matters.
5. Performs written and telephone contact with suppliers, schools, and system departments relating to accounting and financial matters.
6. Performs routine office procedures as needed (opening mail, filing, answering phone, and other similar routine office functions).
7. Creates requisitions for cafeterias and CNP maintenance when needed.
8. Respects confidentiality of all records and meetings. Maintains appropriate confidentiality regarding school and workplace matters.
9. Informs the Child Nutrition Director of schools operating with negative balances monthly.
10. Works well with all supervisors and other members of the team.
11. Performs other duties assigned by the Child Nutrition Program Director.

OTHER REQUIRED SKILLS and ABILITIES:

Ability to perform duties with awareness of all District requirements and Board of Education policies.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job the employee:

- Is required to sit, walk, or stand for possible periods of time.
- Must have physical strength, agility, dexterity, acuity, reflexes, grasping, pushing, pulling, lifting, bending, kneeling, crouching and overall mobility to perform job responsibilities.
- Must be able to hear and speak to exchange information with a level of proficiency and volume to be understood over a telephone and in face-to-face public contacts.
- Specific vision abilities required by this job include close vision (Must be able to read small print (budget printouts and forms)., distance vision, ability to focus, and peripheral vision.
- Must view a computer screen for prolonged periods.

- Ability to lift up to 25 pounds on occasion.
- Work independently and perform assigned tasks in accordance with deadlines and standards with minimal direction or review of work.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- ✓ Works in a standard office environment.
- ✓ May face interruptions.
- ✓ Maintain emotional control under stress.
- ✓ Repetitive hand motions.
- ✓ Must be goal/task oriented.
- ✓ Must be able to multi-task.
- ✓ Work independently.

EVALUATION

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Classified Employees. Evaluation will be by the CNP Director or his/her designee.

TERMS OF EMPLOYMENT

12-months (260 days) 8 hours per day, 30-minute lunch break off the clock, two fifteen minute breaks on the clock. May have an hour for lunch (no breaks) at the supervisor's discretion. From time-to-time overtime work may be needed (will be compensated at overtime rate). Daily work schedule will be determined by the CNP Director or his/her designee. Work schedules are subject to change. At Will Employee subject to the Students First Act of 2011 and other applicable state and federal laws.

SALARY

See current Salary Schedule on Human Resources Webpage.

This job description describes the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all job goals, qualifications, and responsibilities and the employee may be required to perform other related duties as assigned. The Mobile County Board of Education Division of Human Resources reserves the right to amend the job description as needed, without notice.

THE MOBILE COUNTY PUBLIC SCHOOL SYSTEM IS AN EQUAL OPPORTUNITY EMPLOYER and does not discriminate based on age, race, color, sex, sexual orientation, religious preference, marital status, disability, national origin, or any other reason prohibited by state or federal law. Employees of the District are required to comply with the provisions of Title VII of the Civil Rights Act and Title IX of the 1972 Educational Amendments.