

ALEXANDER CITY SCHOOLS
JOB DESCRIPTION

JOB TITLE: District Bookkeeper-CNP

REPORTS TO: Director, Child Nutrition

SUPERVISES: N/A

QUALIFICATIONS:

1. Post-secondary training in bookkeeping/accounting or three (3) years of accounts payable or bookkeeping experience.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Considerable knowledge of the principles and practices of bookkeeping as it relates to accounts payable and the ability to apply this knowledge to work situations.
2. Considerable knowledge of the laws, rules, and regulations controlling budget, internal record keeping activities, and contract procedures.
3. Ability to prepare complete and accurate accounting records and statements.
4. Ability to keep complex records, to assemble and organize data and to prepare reports from such records.
5. Excellent verbal and written communication skills
6. Excellent computer skills.
7. Strong interpersonal skills.

JOB GOAL:

To maintain clerical and accounting services accurately, thoroughly, and timely.

PERFORMANCE RESPONSIBILITIES:

1. Compile enrollment information needed by the CNP Director for USDA reimbursement purposes.
2. Assist in completing federal and state survey forms and assist in gathering data for any other programmatic needs.
3. Adhere to all CNP budgets and procedures
4. Input and verify Free and Reduced meal applications.
5. Calculate the distribution, schedule the delivery and place the order for all USDA commodities.
6. Process all CNP requisitions to include:
 - a. Receive, verify, and correct if needed all requisitions from all cafeterias.
 - b. Transfer information and print purchase orders.
 - c. Process all purchase orders after CSFO has approved.
7. Organize all Child Nutrition bills and purchase orders and submit for payment in a timely manner.
8. Work with vendors to obtain invoices, credits and to correct unusual or incorrect charges.
9. Prepare periodic financial and statistical statements, reports, and tabulations.
10. Enter data on computer and produce periodic computer-generated reports.
11. Enter cash receipts and make appropriate bank deposits.
12. Assist the CNP Director in maintaining the CNP website and keeping menus updated.
13. Assist with inventory and other duties in the schools as needed.
14. Communicate effectively with the public, staff members, students, parents, administrators, and other contact persons using tact and good judgment.
15. Attend conferences, workshops, and training sessions dealing with system financial accounting.

16. Perform other tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Lifting of up to 25 lbs.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the system's approved compensation plan.

Length of the work year and hours of employment shall be those established by the system.

EVALUATION: Performance of this job will be evaluated a minimum of twice each year.

It is the policy of the Alexander City Board of Education that no person shall, on the grounds of race, color, disability, sex, religion, creed, nationality, origin, or age be excluded from participation in, be denied the benefits of, or be subjected to discrimination under program, activity, or employment.

Signature: _____ Date: _____

Approved by Human Resources: _____ Date: _____