



## LOWELL JOINT SCHOOL DISTRICT

### NUTRITION SERVICES BOOKKEEPER

Classified Salary Schedule  
Range 20

#### **JOB SUMMARY:**

Under general supervision of the Nutrition Services Director, maintains financial records of the Nutrition Services Department, performs a wide variety of clerical tasks of above average difficulty, and performs related duties as required.

#### **ESSENTIAL FUNCTIONS:**

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.*

- Prepares monthly State and Federal subsidy lunch reimbursement claims.
- Maintains check register, checks deposit slips, verifies bank corrections, memos, and reconciles bank statements.
- Processes invoices and prepares warrants for vendors
- Maintains inventory of cafeteria food supplies and supplies stored in the warehouse and school storage area; computes physical inventory counts.
- Prepares monthly trial balance and financial statement. Tracks budget to actuals. Prepares work orders, buy-outs, and purchase orders pertaining to cafeteria.
- Prepares quarterly, annual, and other reports as required.
- Maintains spreadsheet of monthly meals served.
- Maintains spreadsheet of all nutrition services department expenses.
- Compiles ledgers and supporting data for the District's auditor.
- Performs related duties as assigned.

#### **QUALIFICATION GUIDELINES:**

##### **Knowledge of:**

- Modern office practices and procedures, including business correspondence, filing and the operation of various kinds of office equipment
- Office applications used for word processing, spreadsheets, and databases
- Basic fiscal recordkeeping practices and procedures
- Correct English usage, annunciation, spelling, grammar, and vocabulary
- Routine record management, storage, and retrieval systems and office practices and procedures
- Interpersonal skills using tact, patience, and courtesy

##### **Ability to:**

- Perform complex account record keeping clerical tasks
- Make complex arithmetical computations with speed and accuracy
- Post to and maintain ledgers and journals, trial balances and financial reports.
- Communicate clearly and concisely in oral, written, and electronic form
- Be resourceful and work in a self-directed manner
- Work confidentially with discretion and independently with little supervision
- Establish and maintain cooperative and effective working relationships with staff, students and community
- Meet schedules and timelines
- Read, write, speak English
- Read, interpret, apply and explain rules, regulations, policies, and procedures
- Establish and maintain effective record keeping procedures

##### **Education/Training/Experience:**

Three years' experience as a bookkeeper, preparing/maintaining ledgers, and accounts payable. Graduation from high school or its equivalent. Satisfactory completion of courses in business math, cost accounting, and general accounting procedures is desirable.

**PHYSICAL STANDARDS AND WORKING CONDITIONS:**

*The physical and mental demands and work environment described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. These physical demands are generic in nature and tasks may vary dependent on specific trade and or specialized work assignment.*

**Physical Demands:**

Physical demands of this position include ability to sit for extended periods of time. Walking, standing, bending, and reaching at below and above shoulder level. Lifting, pulling or pushing objects generally not exceeding twenty pounds may also be required. Repetitive use of fingers and hands to operate a keyboard and other office equipment is necessary. Talk or hear, in person and by telephone.

**Mental Demands:**

Employee must be able to comprehend and follow written and oral instructions; read and interpret data, information and documents; interpret policies and procedures; work under deadlines with interruptions; and interact cooperatively with District staff, vendors, contractors, and the general public.

**Work Environment:**

While performing the duties of this job, the employee regularly works

*The information contained in the physical standards description is for compliance with ADA and is not an exhaustive list of duties performed. Individuals who hold this position may perform additional duties and additional duties may be assigned.*

**WORK PERIOD:**

10 months per year, 5 days per week, 4 hours per day