Job Description – Cafeteria/Accounts Clerk

Basic Function:
Under the direction of the Director-Child Nutrition Services and site Principal, perform a variety of technical bookkeeping and financial record-keeping duties in the maintenance and control of Child Nutrition Services (CNS) accounting; prepare financial reports related to CNS and the Associated Student Body accounts.

Representative Duties:

Essential Functions:
- Serves as support for staff, committees, groups and organizations operating within the Department.
- Assists with developing, updating and maintaining department budget(s).
- Prepares and maintains department and/or state required financial statements for review.
- Calculates and prepares a variety of daily, weekly, monthly and/or annual reports.
- Opens, verifies, balances and adjusts accounts.
- Posts, checks, assembles, tabulates, audits and compares statistical and financial data; enters data into computers.
- Performs a variety of typing assignments including statistical and financial data; may compose routine letters and memoranda from verbal and/or written instructions.
- Prepares, reviews, distributes, and corrects a variety of documents for accuracy and compliance with rules and regulations including vendor payments purchase orders, expenditure/revenue transfers, warrant cancellations, journal entries, deposit forms, etc.
- Types purchase orders and requisitions, for routine purchases.
- Confers with suppliers concerning orders, deliveries, back-orders, and follow-up.
- Reviews purchasing activities and takes action as required.
- Verifies compliance with all State, Federal, and local laws, regulations and procedures pertaining to purchase, delivery, receipt, storage, use, and payment of materials, supplies, and equipment. Training provided by the District.
- Answers questions concerning the status of an order placed, and troubleshoot problems concerning websites.
- Verifies budget and accounting codes and processes fund transfers.
- Reconciles department bank accounts.
- Maintains fiscal records and/or worksheets for all calculations, extensions, and verifications related to record keeping for assigned accounting and/or fiscal areas.
- Reviews, maintains, and processes fiscal/accounting records and transactions related to accounts payable and accounts receivable.
- Monitors and records disbursement requests and receipts.
- Maintains files in current status.
- Verifies expenditures per department budget and contract, checks documents for proper budget authorization before processing.
- Files claims for reimbursement of expenditures.
- May prepare journal vouchers, entries to provide full documentation for all record keeping functions related to assigned department, program area(s) and/or district accounts.
- Maintains and balances general ledger accounts.
- Develops and assists in the implementation of policies and procedures for the department.
- Receive, count, verify, record and process money from school cafeterias; pick up and deposit money in bank.

Other Duties:
- Perform related duties as assigned.
Knowledge and Abilities:

Knowledge of:
- Methods, procedures and terminology used in technical accounting and auditing work.
- Procedures and practices used in the collection and reconciliation of meal count data.
- Financial and statistical record-keeping techniques.
- Preparation of accounting reports and reimbursement claims.
- Preparation, review and control of assigned accounts.
- Policies and objectives of assigned programs and activities.
- Applicable laws, codes, regulations, policies and procedures.
- Interpersonal skills using tact, patience and courtesy.
- Oral and written communication skills.
- Modern office practices, procedures and equipment.
- Operation of a computer and assigned software. Mathematic computations.

Ability to:
- Perform a variety of technical accounting duties in support of CNS operations and activities.
- Compile and ensure accuracy of meal count data and prepare related reports.
- Monitor, audit and maintain CNS accounts.
- Maintain accurate financial and statistical records.
- Prepare and analyze comprehensive accounting reports and reimbursement claims.
- Assemble, organize and prepare data for records and reports.
- Monitor and ensure accuracy of income and expenditures.
- Compare numbers and detect errors efficiently.
- Establish and maintain cooperative and effective working relationships with others.
- Communicate effectively both orally and in writing.
- Operate a computer and assigned software.
- Make efficient and accurate mathematical computations. Meet schedules and timelines.

Education/Experience: Graduation from high school or its equivalent supplemented by course work in accounting or related field and three years’ experience in financial record-keeping work.

Licenses and other requirements:
Some positions in this classification may require valid First Aid, CPR and AED certificates issued by an authorized agency.


Physical Demands: Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information in person and on the telephone. Sitting or standing for extended periods of time. Ability to see and read a variety of materials. Bending at the waist, kneeling or crouching to file materials.

Classification: 5  Number of Days: 182
Board Approval: 12/01/2021  Revised: 12/2021  FLSA Classification: Non-Exempt
Classified Bargaining Unit Position

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. The district does not discriminate based on disabilities.