

FOOD SERVICES BOOKKEEPER

DEFINITION

Under general supervision, performs full charge bookkeeping duties in the maintenance of food service books including the preparation of financial statements and federal, state, and district reports; performs routine cost accounting; assists in budget preparation; and performs related work as required.

CLASS CHARACTERISTICS

The incumbent maintains various food service financial and purchasing records and prepares a wide variety of reports for the self-sustaining food service program with a high degree of independence and minimal review of completed work.

EXAMPLES OF DUTIES

Maintains a complete set of cafeteria books. *E*

Records, transfers and accrues expenditures. *E*

Maintains subsidiary ledgers for accounting control and audit trail. *E*

Prepares monthly balance sheets and profit and loss statements for each operating cost center. *E*

Maintains food service income ledgers; records and verifies cash sales receipts, account receivable billings, and free meal and milk program income. *E*

Prepares state and federal program claims, cost data reports, reports on and submits state sales tax receipts. *E*

Prepares checks for payment of amounts owed to vendors for materials received and services performed; processes vendor invoices against vendors' monthly statements and compiles files. *E*

Arranges transfer of food and supplies from food central service warehouse to schools. *E*

Trains and instructs food service personnel in food service accounting procedures; selects, trains, and supervises subordinates. *E*

Calls to schedule and assign substitute employees. *E*

Processes student time reports; computes student payroll and prepares service accounting reports and agendas. *E*

Prepares billing to contracting school districts for meals provided. *E*

EXAMPLE OF DUTIES (cont.)

Assists in the preparation of the annual tentative publication, adopted food service budgets, and other required state records. *E*

Assists the Administrator of Food Services in compiling accounting data necessary for the awarding of food service bids. *E*

Performs related work as required.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Financial record keeping procedures including general accounting, basic cost accounting and bookkeeping practices, principles, and terminology;
2. Modern office practices and procedures as they apply to financial record keeping;
3. Business math;
4. Cash control, depositing, investing and checking; and
5. Basic principles of supervision and training.

Ability to:

1. Perform full charge bookkeeping, general accounting, and report preparation work with a high degree of independence;
2. Prepare clear and accurate financial statements and reports;
3. Operate a calculator quickly and accurately;
4. Learn, understand, and apply complex policies, laws, and rules;
5. Type financial reports;
6. Supervise the work of others;
7. Understand and carry out oral and written instructions;
8. Establish and maintain effective relationships with those contacted in the course of work; and
9. Maintain work pace appropriate to given workload.

EDUCATION

Individuals possessing the knowledge, skills, and abilities listed above are considered to possess the necessary education.

EXPERIENCE

Full charge bookkeeping experience in the maintenance of moderately difficult books, preferable in a California school district.

or

Financial record keeping equivalent to or above the Intermediate Account Clerk level in the Huntington Beach Union High School District and college-level course work in accounting and bookkeeping.

WORKING CONDITIONS

Environment:

Office environment.

Physical Abilities:

Seeing to inspect financial or statistical records; dexterity of hands and fingers to file and operate standard office equipment; hearing and speaking to communicate with District staff and the public; sitting for extended periods of time; bending; kneeling; reaching to retrieve and file records.

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