

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
JOB DESCRIPTION**

Job Title: Accounting Associate -
Child Nutrition

Department: Child Nutrition

Grade J
H.P.D. 8
D.P.Y. 260

Job Description

Date Reviewed: July 2019

Reports To: Child Nutrition
Business Manager

Purpose of Job

The purpose of this job is to perform administrative/financial functions in a centralized accounting operation for a district-wide Child Nutrition Department. Position provides technical support and training to district Child Nutrition Managers and office staff, regarding inventory software and accounting procedures. Other major areas of responsibility include consulting with the State Department of Education and other governing bodies on policy/regulations and compliance issues for the Child Nutrition Department, researching discrepancies and reconciling various detailed and complex statements to include but not all-inclusive to bank, credit cards, meal pay accounts, and staffing. This position is also responsible for receiving, verifying and processing accounts payables in excess of 15 million dollars annually for 38 district-wide school cafeterias and to provide general support to the Child Nutrition Director, staff, and other stakeholders.

Essential Duties and Responsibilities

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Provides training to Child Nutrition Managers, concerning correct software procedures for inventory tracking and receipt reconciliation.

Daily receives, manages and reconciles vendor invoices from 38 district-wide school cafeterias.

Analyzes invoices prior to payment, to ensure that non applicable charges (such as sales tax and excessive freight) are not paid.

Compares invoice pricing with purchase order and bid specifications to ensure that prices charged are in-line with the purchase order/bid requirements.

Follows-up on noted budget overages.

Reconciles and resolves any discrepancies noted.

Processes the liquidation of encumbrances, verifying that purchase orders are correctly liquidating, and analyzes accounts where there are discrepancies. Takes appropriate steps in the resolution of the discrepancy.

Develops spreadsheets and coordinates with individual schools and/or vendors to resolve invoice discrepancies in relation to bid requirements in accordance with state and federal regulations pertaining to the Child Nutrition Department.

Performs necessary data entry in Munis for payment of vendor invoices as well as disperse checks to appropriate vendors in a timely and proficient manner.

Collects and verifies data from 38 district-wide cafeterias on a weekly basis regarding substitute staffing. Reconciles time logs received from cafeterias against invoice received from the staffing agency. Performs necessary data entry for payments and submits check request to the Accounting Department for payment in a timely manner.

Daily receives, processes and begins the collection procedure for all returned checks.

Weekly reconciles the parent online meal payments for all students enrolled in the Clarksville Montgomery County School System.

Administratively transfers funding for eligible household members, when requests are received from parents and/or guardians for account appropriation.

Receives requests for refunds from student lunch accounts, makes needed adjustments in Primero Edge and processes appropriate paperwork to expedite the refund process using accurate, timely and effective measures.

Processes check requests for reimbursements for employee shoes and/or the purchase of decorations and supplies as needed.

Reviews travel vouchers and reimbursement requests for mileage, to ensure accuracy and compliance with CMCSS travel regulations, notes any discrepancies, and, if appropriate, returns voucher or request to employee for additional documentation or correction. Processes reimbursement, when correctly verified.

Requests needed documentation from school cafeterias in order to effectively reconcile statements for 27 vendors currently under contract.

Maintains charge account, verifying validity and purpose of purchases. Verifies all transactions on the account, assigns account numbers appropriate for the purchases, and prepares the statement for payment in a proficient and accurate manner.

Scans all vendor invoices, receipts, and supporting documentation for 38 district wide school cafeterias and the Central Warehouse on a daily basis. Checks scanned documents for clarity and errors, to ensure that upload into Docuphase software is accurate and complete.

Consults with the Assistant Finance Director and IAutomation representatives concerning issues with scanning software, providing input for resolution.

Maintains applicable reports for the 38 district-wide cafeterias of the Child Nutrition Department.

Reconciles and balances accounts on a monthly basis pertaining to the Child Nutrition Department budget accounts.

Verifies monthly that all 500+ various financial accounts for the Child Nutrition Department's over \$15 million dollar budget have been accurately applied and works with the Finance Department to have any misapplied account corrected.

Consults with Chief Accountant of the Business Department concerning problems with existing software applications and enhancements to enable the accounting operation of the Child Nutrition Department to work more efficiently.

Coordinates with the Child Nutrition Senior Administrative Analyst, regarding bid specifications, vendor pricing errors, and corrective actions required for adjustments pertaining to discrepancies relating to contractual agreements.

Maintains the required supporting documentation for all Child Nutrition Department related financial operations, at the District level, ensuring they are organized and accurately maintained for the specified length of time determined by Local, State, and Federal guidelines, thus producing a complete financial audit trail.

Provides assistance to auditors by identifying requested information regarding the financial operations of the Child Nutrition Department.

Serves as communication liaison for the 43 district-wide Child Nutrition Managers and Child Nutrition Manager Trainees with vendors, banking institutions, and the Child Nutrition Director in regards to the accounting procedures.

Receives and maintains Vendor Complaint Forms and coordinates any appropriate actions deemed necessary.

Disseminates information to the 43 district-wide Child Nutrition Managers and Child Nutrition Manager Trainees as well as communicates any procedure changes, as they occur, to insure strong internal controls.

Assists in providing managers with resources essential for their day-to-day operations.

Facilitates the Child Nutrition banking procedures for the Cafeteria Managers and reconciles monthly bank statement for each of the 38 district-wide cafeterias, accounting for outstanding checks, recording errors, deposits in transit, and wire transfers in transit.

Assists in year-end closing by reviewing all outstanding encumbrances for their validity, ensuring goods received on, or prior to, June 30 are properly booked and recorded as payables.

Consults with the State Department of Education and other governing bodies on policy/regulations and compliance issues for the Child Nutrition Department.

Facilitates compliance with organizational standards required by ISO9001:2008.

Addresses and resolves concerns at the District level of parents, students, faculty, staff, and principals as they relate to financial issues within the Child Nutrition Department.

Effectively utilizes district software applications and Microsoft Excel, Word, and PowerPoint appropriate to the operational requirements of the Child Nutrition Department

Provides administrative support to the Child Nutrition Managers, Manager Trainees, and Office Staff. Coordinates and maintains all documentation in preparation for compensation of vendors.

Responds to routine requests for information from and/or provides technical assistance to staff members, the public, or other individuals.

Additional Job Functions

Performs other duties as required.

Minimum Training and Experience Required to Perform Essential Job Functions

Two years of college with a minimum of twelve semester hours in accounting and a minimum of two years bookkeeping or related experience of which one year of accounts payable experience in a medium to large organization is preferred. Additional years of related experience may be substituted for each year of the college requirement; or a Bachelor's degree with 18 semester hours in accounting coursework.

KNOWLEDGE OF JOB

Has general knowledge of the policies, procedures, and activities of the School System and Child Nutrition practices as they pertain to the performance of duties relating to the job of Accounting Associate-Child Nutrition Program. Has general knowledge of Child Nutrition practices as necessary in the completion of daily responsibilities. Knows how to develop and administer operations and staff plans and objectives for the expedience and effectiveness of specific duties of the department. Knows how to keep abreast of any changes in policy, methods, computer operations, equipment needs, etc. as they pertain to departmental operations and activities. Is able to effectively communicate and interact with supervisors, members of the general public and all

other groups involved in the activities of the department. Is able to assemble information and make written reports and documents in a concise, clear and effective manner. Has good organizational and human relations skills. Is able to use independent judgment and work with little direct supervision when necessary. Has the ability to comprehend, interpret, and apply regulations, procedures, and related information. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Has the mathematical ability to handle required calculations

(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of automated office machines and equipment which includes a computer, printer, copy machine, calculator, telephone, etc. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds of force frequently. Physical demand requirements are at levels of those for active work.

DATA CONCEPTION: Requires the ability to compare and or judge the readily observable functional, technical, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

INTERPERSONAL COMMUNICATION: Requires the ability of speaking and/or signaling people to convey or exchange administrative information. Includes giving assignments and/or directions to co-workers or assistants.

LANGUAGE ABILITY: Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to the job of Accounting Associate-Child Nutrition Program. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and a well-modulated voice.

INTELLIGENCE: Requires the ability to learn and understand basic to relatively complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the job of Accounting Associate-Child Nutrition Program.

VERBAL APTITUDE: Requires the ability to record and deliver information to supervisors and officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

NUMERICAL APTITUDE: Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; compute discount, interest, profit and loss, ratio and proportion; determine time and weight; and utilize statistical inference.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape, visually with equipment.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using automated office equipment.

MANUAL DEXTERITY: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc.

COLOR DISCRIMINATION: Requires the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with people (i.e. staff, supervisors, general public, and officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures. Must be adaptable to performing under minimal stress when confronted with an emergency related to the position of Accounting Associate-Child Nutrition Program.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear).

ATTENDANCE: A regular and dependable level of attendance is an essential function for this position.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Employee's Munis Number

Date

Date