

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

**Job Title: Financial & Warehouse Supervisor**

**Department: Child Nutrition**

**Grade L  
H.P.D. 8  
D.P.Y. 260**

**Job Description**

**Date Reviewed: August 2021**

**Reports To: Child Nutrition Director**

**Purpose of Job**

The purpose of this job is to provide supervision within the Child Nutrition Department to ensure the effective and efficient use of resources leading to improved student achievement in support of all financial, warehouse, and office processes. Major areas of responsibility include, but are not limited to; preparing financial reports, conducting labor studies, records maintenance/management, detailed analysis of data, and advanced problem solving. In addition, it is the responsibility of this individual to supervise the Child Nutrition Financial & Warehouse Specialist, Accounting Associate, Free & Reduced Coordinator, Warehouse Associate's/Delivery Driver's, and the Warehouse Operation. Primary backup/secondary contact, in all business related matters, for the Child Nutrition Director.

**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.**

Supervises the collective efforts of all financial, warehouse, and office processes in support of the Child Nutrition Director.

Provides cost-benefit analysis in support of financial reports, budgeting, profit and loss statements as a whole, by cafeteria location, identification of areas needing improvement, and recommendations based on detailed analysis for review by the Child Nutrition Director.

Prepares and presents detailed reports and training to staff as requested by the Child Nutrition Director

Responsible for supervising, coordinating, and preparing the monthly and year-to-date revenue/expense report and all associated documents for the Child Nutrition Department while ensuring the accuracy and completeness of data of over 500 revenue and expense accounts.

Supervises the calculation and submission of accurate monthly reimbursement claims, to the State, within the allotted time.

Audits edit checks on a weekly basis.

Conducts and analyzes annual labor studies, of the cafeterias, to improve labor saving efficiency. Provides data to the Child Nutrition Director for review.

Ensures all Child Nutrition Department vendor accounts, that are needed, have been set-up, purchase orders have been created prior to purchasing, open purchase orders have sufficient funds to cover anticipated expenses, and that open purchase orders at year-end, that are not needed, have been closed.

Consults with the State Dept. of Education on policy/regulations and compliance issues for the Child Nutrition Department, with regard to areas of responsibility, as assigned by the Child Nutrition Director.

Maintains professional and technical knowledge by attending annual in-service trainings, webinars, and other trainings, as assigned and approved by the Child Nutrition Director.

Supervises and coordinates all inventories and reconciliations for the Child Nutrition Warehouse. Oversees all aspects of the Child Nutrition Department inventory to include researching discrepancies, problem solving inventory issues, updating the inventory database, ensuring all HACCP procedures are followed, and making sure all necessary journal entries are complete.

Provides a detailed report for the Child Nutrition Director each month after the physical inventory, and includes in the report any discrepancies or problems, and how they have been resolved.

Provides oversight for the Child Nutrition Computer Operations Coordinator in all aspects of the position, that involve office/financial functions and concerns, related to problems with existing software applications and enhancements, to enable the areas of responsibility-to work more efficiently.

Provides supervision and training of all Child Nutrition office and warehouse personnel.

Supervises and oversees the completion and accuracy of all bids including commodities. Acts as liaison for the department, with the district purchasing department. Analyzes returned bid documents and evaluates them to determine if specifications, pricing, consumer price index (CPI), and bid requirements have been met. Provides bid award recommendations for review by the Child Nutrition Director.

Manages and coordinates the processing of all daily ordering of products by the school cafeterias and ensures managers are aware of all changes.

Acts as liaison between managers and vendors to ensure proper procurement procedures are being followed, to include overseeing the scheduling of emergency deliveries of products.

Responsible for the Free and Reduced Coordinator's activities in their absence, and ensures these responsibilities are covered to include; during summer months, fall break, and spring break. This includes, but is not limited to; processing Free and Reduced applications, handling emails and calls related to Free and Reduced, covering departmental mail/supply duties, requisition entries, and receiving purchase orders.

Addresses and resolves concerns at the district level of parents, managers, and staff as it relates to responsibilities.

Reviews and evaluates all grant proposals, from a fiscal and department needs perspective, in relation to Child Nutrition.

Oversees and performs all aspects of grant administration for the Child Nutrition Department, to include but not limited to; the processing and tracking of applications, preparation of grant budgets, claims for reimbursement, writing of proposals, and dissemination of information to appropriate areas.

Supervises the Child Nutrition Accounting Associate, and oversees all financial related records at the district level, ensuring they are organized, prepared accurately, and maintained properly in compliance with generally accepted governmental accounting standards, and federal/state/local guidelines.

Supervises, researches, and resolves problems of complex difficulty pertaining to all aspects of the position and other areas, as assigned by the Child Nutrition Director.

Reviews all vendor complaint forms and recommends appropriate actions, to the Child Nutrition Director for review, then follows through with the vendor to obtain resolution.

Oversees commodity processing, commodity tracking, and ensures that commodities are ordered and delivered in a timely manner.

Ensures daily vendor invoices, from all district-wide school cafeterias are received, managed, and reconciled.

Supervises year-end closing of outstanding encumbrances to ensure goods received on or prior to, June 30, are properly booked and recorded, as payables.

Supervises the reconciliation of the online meal payment system for all students and staff enrolled in the Clarksville-Montgomery County School System.

Supervises the review of all travel vouchers and reimbursement requests, submitted to the Child Nutrition Department, for validity and accuracy.

Responsible for maintaining software database accuracy.

### **Additional Job Functions**

Perform other duties as required.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

A Bachelor's degree in business, accounting, or a related field with a minimum of 3 years of related experience. Related qualifying experience may be substituted for the college requirement. Related work experience is a must; or 1 year of experience with a related bachelor's degree may be considered. A Masters degree or field related qualified certification may be substituted for one year of the required experience.

Uses intermediate skills for Microsoft Excel, Word, and PowerPoint appropriate to the operational requirements of the Child Nutrition Department.

Other previous experience and/or additional education may be considered.

**KNOWLEDGE OF JOB**

Has general knowledge of the policies, procedures, and activities of the School System and general office practices as they pertain to the performance of duties relating to the job of Financial Coordinator/CN Warehouse Supervisor. Has general knowledge of Child Nutrition and general office 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, human relations, and technical 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. Is knowledgeable and proficient with computers. Is able to read, understand and interpret financial reports and related materials.

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

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

**PHYSICAL REQUIREMENTS:** Must be physically able to operate a variety of automated office machines, which includes a computer, printer, copy machine, facsimile 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 Financial Coordinator/CN Warehouse Supervisor. 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 relatively basic principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the job of Financial Coordinator/CN Warehouse Supervisor.

**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; 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. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have average levels of eye/hand/foot coordination.

**COLOR DISCRIMINATION:** May require 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 job of Financial Coordinator/CN Warehouse Supervisor.

**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).

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.

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**Employee's Signature**

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**Supervisor's Signature**

\_\_\_\_\_  
**Employee's Munis Number**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**