San Leandro Unified School District
Job Description

Account Technician – Food Service

Definition

Under minimal supervision, to do complex work primarily involving the maintenance of financial accounting records including supporting documentation for journals, cash receipts and invoicing and related work as required.

Representative Duties and Responsibilities:

- Maintains records of approved general accounting journal entries and cash receipts
- Initiates accounting journal entries for approval by Food Services Manager
- Posts general accounting journals, cash receipts and disbursement and year-end accrual transactions to the general ledger for the Cafeteria Fund
- Works independently using generally accepted accounting principles and procedures recommended by the California School Accounting Manual
- Processes invoices for payment
- Reconciles revolving checking account for review and signature of the Business Manager
- Operates accounting machines including, but not limited to; calculators, adding machines, desktop computers
- Assembles, tabulates, compares, reconciles and verifies mathematical accuracy of financial or statistic data
- Schedules, indexes and files invoices, vouchers and other subsidiary records and reports, may prepare statistical reports
- Input deposits, withdrawals, bank adjustments, etc., into current accounting program
- Maintain spreadsheets of non-student funds
- Use current student meal account program to prepare reports for reconciliation of accounts
- Prepare monthly check from local cafeteria account to County account
- Compile and submit individual site claims for Federal/State programs. Examples include the National School Lunch Programs (NSLP), School Breakfast Program (SBP), After School Snack Program (ASSP), Child and Adult Care Food Program (CACFP), and the Seamless Summer Feeding Option (SSOP)
- Verification of Free and Reduced meal application report to the state
- Prepare annual revenue report for the state
- Submit requisitions, receives and posts orders for payment on current district online program. Submit budget transfers and run financial reports
- Use of current food service software to retrieve data, process students and adult payments.
- Work with staff and parents regarding student accounts
- Enter and review Free/Reduced Meal applications online
- Use of district current data system to review district student data
- Verify employee timesheets and monthly staff attendance reports

- Provide customer service to parents, site staff and vendors

Qualifications:

Education and Experience

- High School Diploma or equivalent
- College Level principles of accounting courses preferred
- AA degree with emphasis on business preferred
- Additional qualifying experience may be substituted on a year for year basis for the desirable college courses

Knowledge of:

- Generally accepted accounting principles, methods and procedures used in a school district
- Bookkeeping methods and terminology

Ability to:

- Ability to learn and interpret laws, rules and regulations affecting school district accounting and budgeting
- Understand and carry out oral and written instructions
- Establish and maintain cooperative and harmonious working relationships
- Demonstrate knowledge of PC computer systems/programs

Licenses and Other Requirements:

- Pass District Qualifying Test
- Valid California driver's license and proof of current California auto liability insurance at time of appointment and throughout employment in this classification
- Personal automobile for job-related travel

Physical Requirements:

Frequency Key; None (1); Occasional – up to 25% of shift (2); Intermittently – up to 50% of shift (3); Frequently – up to 75% of shift (4)

Activity	Frequency		Activity	Frequency
Bend	4		Lift/carry 0-5 lbs	4
Twist	4		Lift/carry 0-15 lbs	4
Squat	3		Lift/carry 0-30 lbs	3
Kneel	2		Lift/carry 0-45 lbs	2
Climb	2		Stand	4
Reach above the shoulder	3		Walk	4
Grip/Grasp	4		Sit	2
Extend/Flex Neck	3		Drive	2
Use Right Hand	4		Perform Repetitive Hand Motions	4
Use Left Hand	4		Keyboarding/Mouse Work	2

Range 46

San Leandro Unified Board of Education Date Approved: 8/12/14

CSEA – San Leandro Chapter #94 Date Approved: 8/12/14

Draft: August 6, 2014, 2:53 p.m.

CSEA 8/12/14

CSEA 8/12/14