



Job Title: Student Nutrition Bookkeeper **Wage/Hour Status:** Non-Exempt
Reports To: Director of Child Nutrition **Pay Grade:** Paraprofessional Pay Group 4
Dept. /School: Child Nutrition Dept **Date Revised:** 10/03/2011

Primary Purpose:

Perform general bookkeeping and maintain department's financial records, including any activity funds.

Qualifications:

Education/Certification:

High school diploma or GED

Special Knowledge/Skills:

Knowledge of accounting principles and practices

Ability to use calculator (10-key by touch)

Ability to use personal computer and software to develop spreadsheets and do word processing

Proficient skills in typing, keyboarding, and file maintenance

Ability to work with numbers in an accurate and rapid manner to meet established deadlines

Experience:

One year accounting or bookkeeping experience

Major Responsibilities and Duties:

Accounting:

1. Maintain complete and systematic records of department financial transactions according to established procedures and generally accepted accounting principles.
2. Process and account for all money generated and distributed in activities, including receipt of cash and preparing and making cash deposits.
3. Maintain inventory of department fixed assets, equipment, and supplies.

Records:

4. Prepare monthly and other periodic department financial reports.
5. Assist with department budget preparation.
6. Maintain physical and computerized files and records.

Other:

7. Maintain confidentiality.

8. Other duties as assigned.

Supervisory Responsibilities:

None

Equipment Used:

Personal computer, typewriter, printer, calculator, copier, fax machine, and shredder.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Mental Demands/Physical Demands/Environmental Factors. Repetitive hand motions; prolonged use of computer.

NOTE: The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, or skills that may be required.