



<b>Job Title:</b>	Student Nutrition Bookkeeper	<b>Wage/Hour Status:</b>	Non-Exempt
<b>Reports To:</b>	Assistant Director of Student Nutrition	<b>Pay Grade:</b>	Para-Professional Clerical Pay Group 4
<b>Dept. /School:</b>	Student Nutrition	<b>Date Revised:</b>	5/19/2020

---

---

**Primary Purpose:**

Assist in the prompt and accurate payment of all expenses incurred by Student Nutrition Services. Work under close supervision and follow established procedures to process purchase orders and invoices and maintain accounting records. Process budget transfers and work closely with department leadership to ensure department budgets are being managed properly.

**Qualifications:**

**Education/Certification:**

High school diploma or GED

**Special Knowledge/Skills:**

Knowledge of basic accounting procedures

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

Proficiency in use of calculator and office machines

Ability to communicate effectively

**Experience:**

One year accounting or accounts payable experience

**Major Responsibilities and Duties:**

**Accounts Payable:**

1. Receive and process for payment all accounts payable invoices, requisitions, purchase orders, etc. for the department.
2. Match invoices with proper purchase orders; ensure completeness and accuracy of invoices and shipments.
3. Assist in detecting and resolving problems with incorrect orders, invoices, and shipments.
4. Contact district personnel and vendors to correct or obtain information needed.
5. Confirm balances in accounts for all requisitions.
6. Process budget transfer requests and other budget-related documents Process employee travel documents and check requests.
7. Process employee reimbursements requests and other end of the month reports.
8. Create and send invoices for billable services provided by the department.

**Data Entry:**

9. Input accounting data using personal computer.

**Records and Reports:**

10. Maintain financial records related to purchases made by Student Nutrition Services.
11. File office copies of checks, requisitions, invoices, and purchase orders.
12. Keep records up to date.
13. Maintain vendor files and set up new accounts when changes occur.

**Other:**

14. Communicate current status of invoices to campus staff.
15. Prepare correspondence using personal computer.
16. Receive incoming calls, answer questions, and direct calls to the proper party.
17. Keep informed of and complies with state and district policies and regulations concerning primary job functions.
18. Other duties as assigned.

**Supervisory Responsibilities:**

None

**Equipment Used:**

Copier, calculator, computer, typewriter, printer, and check signer.

**Working Conditions:****Mental Demands/Physical Demands/Environmental Factors:**

Work with frequent interruptions. 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.*