

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: BUDGET TECHNICIAN-FOOD AND NUTRITION SERVICES

BASIC FUNCTION:

Under the direction of the Director-Food and Nutrition Services, coordinate and perform complex accounting and budgeting functions related to financial statements for management, County, State and Federal government and compilation of various reports, including reports and record maintenance necessary for accurate accounting procedures meeting California State Education Code and Federal requirements.

ESSENTIAL FUNCTIONS:

Perform and direct technical accounting, budgeting, statistics and day-to-day management and evaluation of the Food and Nutrition Services accounting systems.

Set up and maintain accounting records for receipts and expenditures; receive, count, record and deposit moneys; post receipts and expenditures to proper accounts.

Review purchase and warehouse requisition forms, request to advertise forms, personnel action forms, duplicating forms, field trip forms, and vehicle repair forms for proper coding and available funds.

Oversee monthly timesheet processing for timesheets in the department.

Assure proper accounting of monthly inventories at school sites, food processing center, Café Express and Courtyard.

Monitor cash balance, reconcile cash accounts and make appropriate transfers of funds to keep the integration of the funds; reconcile monthly bank statements, general ledger account and courier service.

Forecast revenues and expenditures and make calculations and projections.

Prepare various reports for submission to County, State and Federal offices and other reports required, including financial for Food and Nutrition Services.

Assist the Director in the development of District policies, administrative regulations and departmental procedures related to accounting and budget.

Manage and participate in year-end closing procedures.

Develop and present in-service programs to other Food and Nutrition Services employees regarding fiscal matters.

Develop and revise annual budget for submission to the Budget Department, including fund balance projections.

Interview and assist in the selection of accounting personnel for the Food and Nutrition Services Department.

Assign, train and provide input to the evaluation of Account Technicians; conduct accounting staff meetings; attend planning and advisory meetings; approve vacation and sick leave requests.

Work cooperatively with outside auditors to gather data for their review.

Make proper journal entries and transfer vouchers to maintain integrity of funds.

Assure compliance with the National School Lunch, National School Breakfast, After School Snack and Child and Adult Food Programs guidelines through on-site school audits.

Implement accounting procedures for National School Lunch, National School Breakfast, After School Snack and Child and Adult Food Programs.

Audit, compile and process monthly meal count claims for State and federal reimbursement.

Assure proper accounting procedures and invoicing of grants.

Monitor, evaluate and adjust workflow and assignments to meet established timelines.

Work with accounting, technology services and budget departments to reconcile anomalies and improve accuracy of reports.

Assist in overseeing and perform the duties of accounting personnel as needed.

Assist in interpreting State and federal regulations as they pertain to accounting functions.

Drive a vehicle to conduct work as needed.

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods, procedures and terminology used in accounting work, including financial record-keeping.

Procedures to generate checks and invoices.
Financial and statistical record-keeping techniques.
Laws, rules and regulations related to assigned accounting activities.
District organization, operations, policies and objectives.
Interpersonal skills using tact, patience and courtesy.
Operation of office equipment, including a computer and spreadsheet software applications.
Telephone techniques and etiquette.

ABILITY TO:

Coordinate and perform complex accounting and budgeting functions related to financial statements for management, County, State and Federal government and compilation of various reports.
Receipt, post and reconcile financial transactions.
Prepare and process financial, statistical and accounting and purchasing documents, records and materials.
Verify, post, balance and adjust accounts.
Work confidentially with discretion.
Plan work and meet schedules and time lines.
Add, subtract, multiply and divide quickly and accurately.
Learn and apply policies, procedures, rules, regulations and State Education codes involved in assigned activities.
Answer telephones and greet the public courteously.
Perform clerical duties such as filing, typing, duplicating and maintaining routine records.
Operate computer equipment and applicable software.
Operate a ten-key adding machine by touch.
Understand and follow oral and written directions.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Maintain consistent, punctual and regular attendance.
See to inspect financial or statistical records.
Hear and speak to exchange information in person and on the telephone.
Sit for extended periods of time.
Bend at the waist, kneel or crouch to retrieve and file records.
Move hands and fingers to file and operate office equipment.

EDUCATION AND EXPERIENCE REQUIRED:

Any combination equivalent to: graduation from high school supplemented by two years college-level course work in accounting or a related field and three years experience in accounting and budgeting work.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Driving a vehicle to conduct work.