



POSITION DESCRIPTION

JOB TITLE: Account Clerk I Job Class: 3360	
DATE	Office of the Chief Operations Officer School Nutrition Services
BARGAINING UNIT: Local 1053	FLSA STATUS: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
Pay Schedule: Pay Range:	Management Approval:
POSITION SUMMARY and PURPOSE: Provides professional level staff support to the business operations of the Division of School Nutrition Services. Works with School Nutrition Services (SNS) administrator, staff dietitians, business supervisor, office staff, food service employees, school staff and the general public to manage daily and monthly business transactions. Processes payroll transactions, processes transactions using the district's accounting software, assists with preparation of the monthly claims for reimbursement of USDA meal programs, assists with reconciliation of online payments for meals and other data entry as needed within the department.	

ESSENTIAL FUNCTIONS: Indicate the approximate percentage of time devoted to each major task or group of related tasks. Summarize position in no more than 15 tasks, each of which requires at least 5% of incumbent's time.

NOTE: An essential function must meet the following criteria:

- 1) The reason the position exists is to perform that function,
- 2) No other employee is available to perform that function,
- 3) The function is highly specialized, and
- 4) Removing the function would fundamentally alter the job.

1. Enters and maintains USDA meal programs online to include annual contracts with the Department of Public Instruction, the National School Lunch Program, Summer Food Service Program, Child and Adult Care Food Program, and USDA Fresh Fruits and Vegetable program.
2. Prepares and enters payroll for the School Nutrition staff; processes biweekly payroll for School Nutrition Services office and site staff using both IPAY and PeopleSoft Systems and completes payroll corrections, updates and modifications as necessary.
3. Prepares and manages updates for personnel management software system, including personnel changes into PeopleSoft and IPAY, processing employee promotions, transfers to sites, salary increases and changes in benefit status. Utilizes PeopleSoft to extract data queries for School Nutrition Services.
4. Process business transactions for School Nutrition Services operations, including set up contracts, direct payments in accordance with procurement rules, orders supplies for the department, receives revenues, bills for services and produces a summary of payments issued, invoices for catered events and creates and processes purchase orders.
5. Manages on-line meal payment system. Maintains reports for online payment systems, answers parent or staff concerns related to payments for meals and works with SNS staff to reconcile monthly bank statement with online system reports.
6. Posts and updates School Nutrition Services page on MPS Portal, ensures menus are posted monthly and that the forms and resources are updated as necessary.

7. Places work orders for School Nutrition Services operations through Facilities & Maintenance work order system
8. Actively supports the MPS Strategic Plan.
9. Performs other duties as assigned.

SUPERVISION RECEIVED: (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

The incumbent will receive training and direction from the administrator and business specialist of School Nutrition Services. Tasks will require review of work and systemic authorization from designated staff.

SUPERVISION EXERCISED: (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.

N/A

JOB REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Education Requirements (Include certificates, licenses, and/or registrations required.)

Position requires a high school diploma or GED; additional education in accounting procedures is desired.

Experience Requirements

Two years previous experience working with computer systems and data entry and experience working in a high transaction business environment.

Knowledge, Skills, and Abilities

Strong analytical and organizational skills. Effective communication skills are essential. Accuracy with numbers, dates and spelling are critical. Must be able to prioritize tasks. Incumbent should have strong problem solving abilities and customer service skills. A demonstrated ability to work well with departmental staff, school staff and parents is required. Computer skills to include proficiency with MS Office software and databases is required.

WORKING ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

General office environment.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.

General office environment, must be able to handle light lifting and occasional standing, bending.

THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.

