



OFFICE OF HUMAN RESOURCES

Job Information	
Job Title: <i>Accountant III</i>	Last Revised/Approved: <i>Entered by Compensation</i>
Job Code:	Reports To: <i>Director, School Nutrition Services</i>
Office: <i>Office of Operations</i>	Department: <i>School Nutrition</i>

Compensation Information	
Pay Grade:	Pay Range:
FLSA Status:	Term of Employment: <i>FT</i>

Position Summary/Purpose:

Supports the division in the accounting aspects of school nutrition. Maintains appropriate records and reports to include information from the various vendors, billing, budgeting and other necessary data.

Core Competencies:

- Decision Quality and Problem-Solving
- Communication and Customer Service
- Professionalism
- Equity, Access and Inclusion

Essential Functions:

An essential function is a duty or responsibility that is fundamental to the job — a critical, or basic component of that job. An essential function cannot or should not be assigned elsewhere.

Note: An Essential Function must meet the following criteria:

- ✓ *Does the job exist to do this function?*
- ✓ *Would taking this function from the job fundamentally change the job?*
- ✓ *Would there be significant consequences if this function were not performed?*
- ✓ *Can other employees do this function if necessary?*
- ✓ *How much time per week is spent doing this function?*
- ✓ *Do people in similar positions elsewhere do this function?*

- Coordinates monthly revenue activities. Works with the School Nutrition Services (SNS) team and software to determine monthly claims, billings and other grant/financial activity.
- Processes cash receipts.
- Reconciles and monitors accounts receivable and collections.
- Reconciles and submits monthly claims.
- Monitors and processes fixed assets.
- Analyzes and monitors expenditures for accuracy and timeliness.
- Assists in the development of department Standard Operating Procedures.
- Assists in expansion of location costing and maintains budgetary control.
- Assists and backs-up the other SNS staff as necessary.
- Actively supports the MPS Strategic Plan.
- Completes other duties as assigned.

Job Requirements:

Education Requirements:

- Position requires a bachelor's degree in business, accounting, finance or a similar field.

Experience Requirements:

- One to three years of experience in an accounting or auditing environment is required.

Knowledge, Skills and Abilities:

- *Effective oral and written communication and presentation skills are required.*
- *Skill at organizing resources and establishing priorities.*
- *Excellent teamwork skills are essential.*
- *Accuracy and clarity are essential.*
- *Experience with financial software is desired.*
- *The ability to develop effective working relationships with diverse individuals at all levels is required.*
- *Must have excellent planning and organizational skills.*
- *A strong working knowledge of computer applications to include MS Office software, Office 365, MPS databases and the MPS website is required.*
- *Must be able to juggle numerous responsibilities with varying deadlines.*
- *The ability to gather data, compile information and prepare reports 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.

- Typical office or school environment

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.

Equal Opportunity:

It is the policy of the District that persons seeking employment with the District shall not be discriminated against in employment by reason of their age, race, creed, color, religion, handicap or disability, pregnancy, marital or parental status, sex, citizenship, national origin, ancestry, sexual orientation, arrest record, conviction record, military service, membership in the National Guard, state defense or reserves, political affiliation, use or nonuse of lawful products off the employer's premises during nonworking hours, declining to attend a meeting or to participate in any communication about religious matters or political matters, the authorized use of family or medical leave or worker's compensation benefits, genetic information, physical, mental, emotional or learning disability, or any other factor protected by local, state or federal law in all employment practices including terms, conditions and privileges of employment.

Reasonable accommodations shall be made for qualified individuals with a disability, unless such accommodations would impose an undue hardship on the District. Requests for accommodations under the Americans with Disabilities Act or under the Wisconsin Fair Employment Act must be submitted to the Employee Rights Administration Department in the Office of Human Capital.