



EMPLOYEE NAME: \_\_\_\_\_

Revised: 1/13; 8/13; 6/14, 6/16; 6/18

**JOB DESCRIPTION**

<b>POSITION TITLE:</b> Food Services Accounting Coordinator	<b>JOB CODE:</b> 427B	
<b>DIVISION:</b> Business Services	<b>SALARY SCHEDULE:</b> Office Clerical/Technical Annual	
<b>DEPARTMENT:</b> Food and Nutrition Services	<b>WORK DAYS:</b> 238	
<b>REPORTS TO:</b> Food Services Accounting Manager	<b>PAY GRADE:</b> Rank VIII (NCT8)	
<b>FLSA:</b> Non-Exempt	<b>PAY FREQUENCY:</b> Monthly	
<b>PRIMARY FUNCTION:</b> Coordinate all financial claims submitted to Georgia Department of Education for the various Federal School Nutrition Grants. Perform essential reconciliation of Food Service cash deposits and meal data to ensure the accuracy of the monthly federal claim for reimbursable meals under the National School Lunch Program. Record various revenue and expense transactions which are essential to complete accurate financial reports submitted monthly to Georgia Department of Education.		

**REQUIREMENTS:**

1.	Educational Level: High School Diploma or GED required; Bachelor Degree in accounting or business preferred
2.	Certification/License Required: None
3.	Experience: 3 years of financial experience
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; organizational, interpersonal, and analytical skills; ability to work independently; word processing and spreadsheet skills; working knowledge of basic accounting principles

*The Board of Education and the Superintendent may accept alternatives to some of the above requirements.*

**ESSENTIAL DUTIES:**

1.	Demonstrates prompt and regular attendance.
2.	Reconciles and compiles daily cafeteria bank deposits for all schools to Food and Nutrition Services (FNS) Meal Sales Reports; researches and resolves all variances through interaction with the Food Service Managers and Bank Customer Service Personnel; prepares journal entries as necessary.
3.	Reconciles and compiles imported weekly meal data for all school lunch programs, school breakfast programs, and school snack programs; resolves all exceptions identified by the Cobb County School Nutrition Accounting Program (CCSNAP); maintains detailed reconciled meal data as support for the monthly claim for reimbursable meals from the National School Lunch and Breakfast Programs.
4.	Trains Food Service Managers on proper accounting procedures through a group teaching session at annual back-to-school training; provides technical advice to Food Service Managers on proper banking procedures, grant claim regulations and special meal function billing procedures.
5.	Manages Fresh Fruit and Vegetable Program (FFVP) Grant; reviews and approves expenditures; prepares monthly claims for reimbursement; reconciles expenditures to grant budget.
6.	Assists in the preparation and periodic updating of the Food Services accounting procedure manual and associated reports, reconciliations, charts and graphs; supervises completion of semi-annual periodic certifications of all personnel compensated by the National School Lunch and Breakfast Program Grants at all schools, as required by Federal grant regulations.
7.	Manages collection of all checks returned due to insufficient funds; writes collection letters to parents; makes appropriate journal entries as needed; manages collection of special meal function accounts receivable; informs FNS management of past due receivables.

8.	Prepares and inputs journal vouchers to record various financial transactions for FNS, attaching supporting documentation; maintains all financial records for required number of years as mandated by Federal and State guidelines.
9.	Performs fiscal monitoring by reviewing all check requests for accuracy, sufficient supporting documentation, and required signatures before submitting to Food Services Accounting Manager for approval and signature; maintains a detailed log of all incoming check requests.
10.	Performs other duties as assigned by appropriate administrator.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_