

SHELBY COUNTY SCHOOLS JOB DESCRIPTION

SCHOOL NUTRITION ACCOUNTANT

QUALIFICATIONS:

- Bachelor's Degree in accounting or finance
- Minimum of three (3) years of successful experience as an accountant
- Prior successful experience working in school food service desirable
- Ability to prepare written financial reports
- Ability to understand and interpret USDA Program compliance requirements
- Ability to work well with others
- Proficient in microcomputer applications to include word processing, database and spreadsheet applications
- Capable of working independently with minimal supervision
- Such alternatives as the Superintendent may find appropriate and acceptable

REPORTS TO: Director of School Nutrition

JOB GOAL: To perform accounting duties that involves the application of judgment and discretion in the analysis and application of accounting principles, practices and compliance with the requirements of USDA for school lunch programs

PERFORMANCE RESPONSIBILITIES:

- Performs audit of school nutrition records and procedures to ensure compliance with USDA regulations governing school lunch program
- Assists in preparing budgets and necessary amendments for Federal Programs.
- Prepares monthly and annual financial reports related to the school lunch programs.
- Plans and /or prepares projects and reports related to assigned portions of the accounting system.
- Prepares personnel changes within the nutrition staff and other documents for submission to Human Resources.
- Reviews financial statements for accuracy of account classifications, prepares correction entries to accounts, and analyzes activities for various accounts.

- Maintains budget files and equipment records for administrative equipment purchased through school nutrition.
- Assists auditors in annual review of records.
- Performs other duties as assigned by the Director of School Nutrition or Chief Financial Officer.

The accountant maintains a forty-hour (40) workweek and works additional hours as required to carry out all of the duties and responsibilities of the position. This is a twelve (12) month position.