

Window Rock Unified School District No.8 Position Description	
Positions Title	Secretary/Accounting Specialist – Food Service

Date Revised	November, 2003
Status	Classified
Salary Level	E
Work Year	12 months

Qualifications

- At least three years of experience in general accounting and office management
- One year of experience as a Food Service cashier
- Business school, two-year college degree or equivalent training.
- Intermediate computer skills
- Ability to type 45 words per minute with reasonable accuracy
- Some supervisory experience preferable
- Must have the ability to establish good rapport with district personnel, students and general public
- Demonstrates aptitude for the work to be performed

Job Goal To coordinate and maintain all Food Service records and reports.

Essential Duties

- Types letters, memorandums, requisitions, invoices, bids, menus, daily personnel absence reports, work orders and other reports as directed by the Food Service Director.
- Takes care of all correspondence: typing, dissemination of information, sorting and filing.
- Completes requisitions for department and sends them to the Accounting Department with receiving reports/invoices. Does follow up to ensure that Purchase Orders are issued and invoices are paid.
- Maintains an accurate filing and recording system of all correspondence, daily cash receipts and deposits, student meal applications (K-12), vendor purchases, Food Service Reimbursement Claims and backup data, 510 Fund Account and Revolving Fund Account bank statements, daily personnel absence reports, staff leave slips and records, transportation requests, completed work orders and data from preceding school years.
- Performs as receptionist for Food Service Department. Screens and answers telephone calls and provides routine information to public.
- Receives and reviews daily cash receipts reports from clerks on a daily basis. Prepares cash receipts for deposit in local bank, matches deposit slips with proper receipts data and records this data in the journal and checkbook.
- Maintains accurate accounting records in Food Service 510 account checkbook and Revolving Fund checkbook. This includes reconciling the 510 account bank statements and Revolving Fund account bank statements on a monthly basis and preparing and transferring 510 account funds on a monthly basis. This report is then submitted to the district payroll clerk for transfer to the county treasurer.
- Assists Food Service Director in obtaining information for monthly reimbursement claims.
 - Student attendance reports for all schools.
 - Daily meal participation counts.

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- Total number of students receiving free and reduced priced meals.
- Operates computer to:
 - Complete requisitions for department.
 - Input daily meal counts and daily cash receipts/deposits information (break-down by date and school) and generates printout at the end of each month.
 - Oversees and updates student meal application information in computer system, i.e., approvals, status changes, student withdrawals and/or transfers and verifications.
- Supervises Food Service Cashiers:
 - Oversees maintenance of meal accounting system.
 - Assists clerks in receiving meal payments from students and adults. Oversees maintenance of the records.
 - Receives information from cashiers on student withdrawals, transfers, and status changes. Generates refund checks when requested.
- Substitute for cashiers on breakfast and/or lunch line when necessary. Responsibilities include operating the computer (meal accounting system), receiving meal payments, in-putting payment data in correct student accounts, and reconciling reports at the end of each serving program.
- Maintains office supplies for department and orders supplies as needed.
- Records and maintains leave records for all Food & Nutrition staff, updates the Director on a monthly basis.

Certificates/Licenses Current Food Service Handlers Certificate
Valid Arizona Drivers License

Physical Effort Physically comfortable, normal office work
Working Environment Normal office conditions

Supervision Given Food Service Cashiers
Supervision Received Food Service Director

The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent.

Supervisor signature

Date

Employee signature

Date