



COORDINATOR, FOOD SERVICES

GENERAL RESPONSIBILITIES

Under the leadership of the Director of Food Services, the position is responsible for maintaining the financial integrity of the food services operation by producing monthly and annual financial statements for departments and schools.

ESSENTIAL FUNCTIONS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Produce and manage all aspects of the Office of Food Services' budget; create monthly financial statements.
- Perform all financial and technical aspects of the office.
- Reconcile all financial records and/or statements associated with food service programs to the city's financial management system.
- Submit journal entries for year-end adjustment.
- Coordinate all banking processes.
- Reconcile monthly payroll (as appropriate) to Food Service records.
- Process financial matters as appropriate with City Treasurer.
- Coordinate the year-end independent audit.
- Serve as on-site computer system administrator for network and software programs.
- Implement and maintain project and/or office specific programs and systems, and the Point-of-Sale systems for school cafeterias.
- Troubleshoot and respond in a timely manner regarding all issues associated with the Point-of-Sale systems at school cafeterias.
- Process claims for Federal Reimbursement for all programs (Summer Feeding, CACFP, NSLP, and SBP).
- Inspect and approve invoices and vouchers before submission for payment.
- Coordinate the appropriate distribution of data from central office for downloading of student information to school sites.
- Supervise and evaluate all assigned positions within the Office of Food Services
- Perform related work as required.

KNOWLEDGE, SKILLS, AND ABILITIES

Must have a thorough knowledge of the principles of underlying state and local laws and regulation pertaining to school division accounting policies. Must have a knowledge of modern, professional accounting principles and practices. Must have the ability to follow complex oral and written directions and to prepare complex fiscal reports; plan and supervise the work of others; and establish and maintain effective working relationships with school officials, associates and the public. Must have the ability to apply computer-based spreadsheet applications, as well as comprehending and utilizing various financial database computer systems.

EDUCATION AND EXPERIENCE

Required:

Bachelor's degree in Business Administration.

Must have experience processing and developing financial statements and budgets and experience supervising a team.

Preferred:

Certified Public Accountant (CPA) license.

Network experience helpful.

A comparable amount of training and experience maybe substituted for the minimum qualifications.



PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Frequent sitting, walking, grasping, fingering, repetitive motion, and driving. Occasional standing, bending, stooping, crouching, and reaching. Work involves moderate exposure to unusual elements such as extreme heat and hazards such exposure to chemicals, moving mechanical parts, etc. and/or loud noises. Ability to lift up to 20 pounds occasionally. Requires timely and regular adherence to established work schedules.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Possession of a valid driver's license.
Regular and reliable attendance is an essential function of this position.

FLSA Status: Exempt	Description: 5/05, 3/19, 7/20
---------------------	-------------------------------