



REVISED:  
02/21/2017

JOB TITLE:	COORDINATOR RECORDS AND REPORTS
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 7
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8090
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES
Monitors school operations under the National School Lunch Act in the area of Food Service Accounting. Responsible for submittal of monthly claim reimbursement summary reports listing the amount and type of meals served by school location to the State Department of Education. In charge of compiling and monitoring the annual budget for the School and Community Nutrition Services department and approving all transfer requests. Communicates with state and local personnel regarding financial accountability. Develops, maintains and administers the monthly, school-by-school Gain Loss reports and analyzes all program records. Responsible for adherence to state and federal accounting requirements.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Monitors full cost accounting, including applicable procedures, at the local school level
Develops and administers in-service training programs applicable to Records and Reports, providing group and individual instruction
Responsible for receiving, preparing, and submitting monthly a complete set of reports to state department
Develops, maintains, and administers reports and analyzes program records to assess the fiscal soundness of the food service operation at district and local school levels
Reviews and updates all accounting and financial procedures for the Food Service department as well as all applicable Records and Reports procedures to ensure compliance with federal, state, and local regulations
Formulates and manages federal and local program budget, making adjustments and transfers as necessary throughout the year based on current need
Coordinates with Finance and Operations Personnel, state department, and local school regarding financial accountability of the school lunch program
Monitors and adjusts the labor hours at each school location to assure compliance with State Department of Education guidelines
Supervises two clerks assigned to complete critical tasks relating to Food Service Records and Reports duties
Performs other duties as assigned by supervisor

PHYSICAL DEMANDS
The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS
Bachelor's Degree
Three (3) years successful experience in bookkeeping or public accounting
Valid driver's license
Effective communication skills

DESIRABLE QUALIFICATIONS
C.P.A. (Certified Public Accountant) and/or Master's Degree in Business or related area
Three (3) years successful experience in Bookkeeping Business Administration background
SNS Credential and/or SNA Level 3 Certificate

Footnote
This position is categorically funded and re-employment is subject to periodic review based on availability of funds and continued need for the project