



NEW: 07/01/2019
 Submitted: 06/11/2019

JOB TITLE:	COORDINATOR RECORDS AND REPORTS
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 7
WORK YEAR:	AS APPROVED BY THE BOARD
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 submitting 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
- Assumes responsibility 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
- Completes all trainings and other compliance requirements as assigned and by the designated deadline

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 of 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 of successful experience in Bookkeeping Business Administration background

SNS Credential and/or SNA Level 3 Certificate

Experience in a diverse workplace

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.