

FOOD SERVICE ACCOUNT CLERK I

DEFINITION

Under supervision, perform a variety of general clerical work in Food Service in connection with maintaining and verifying manual, machine or computer prepared financial and statistical records and reports; prepare fiscally related reports and records; and do other related work as required.

EXAMPLES OF DUTIES

Gather data, determine statistical information regarding the National School Lunch Program and daily cafeteria reports; may reconcile bank statements; assemble, tabulate, check and file accounting related data; process documents including invoices and purchase orders; assist in preparing financial statements; review and balance machine and computer prepared reports; perform arithmetical calculations and verify computations; may count and verify daily sales from all District cafeterias, complete bank deposit and transport to the bank; may receive money and maintain records of cash receipts; account for and prepare bank deposit documents; type requisitions, bid documents, purchase orders, and a variety of other related documents; maintain fiscal and financial related records and files; perform general clerical duties, including sorting, filing, duplicating, searching, answering the telephone, and responding to informational inquiries; perform a variety of functions and activities pertaining to purchasing, including obtaining price quotes, following-up on delivery discrepancies and other related areas; may order specified goods, materials and supplies; may recommend and/or arrange hiring of substitute food service workers.

EMPLOYMENT STANDARDS

KNOWLEDGE AND ABILITIES

Knowledge of:

Standard office practices, procedures and techniques;
Basic methods, practices and terminology of fiscal and financial record management;
Operation of accounting machines and other office equipment;
Financial and fiscal report preparation and format.

Ability to:

Effectively and efficiently perform general accounting clerical functions;
Make arithmetical calculations with speed and accuracy;
Effectively operate standard business machines and equipment;
Understand and carry out oral and written directions;
Establish and maintain an effective working relationship with those contacted in the course of work;
Relate effectively with racially and ethnically diverse staff, students and community.

Skills:

Type at a rate of 40 words per minute from clear, legible copy;
Operate calculators and adding machines efficiently;
Proficient operation and knowledge of an electronic computer system.

EDUCATION AND EXPERIENCE

Education:

Equivalent to the completion of the twelfth grade, supplemented by coursework or training in financial record maintenance, bookkeeping or related functional areas

Experience:

One year of experience in general accounting clerical work, with some responsibility for machine or computer-assisted record management systems.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

Strength:

Work may involve lifting objects up to 50 pounds. Physical dexterity in limbs and digits necessary to operate general office equipment.

Pre-placement Physical: Class I