

FOOD SERVICE ACCOUNT CLERK III

DEFINITION

Under general supervision, perform specialized accounting functions in Food Services; maintain financial and statistical records; utilize manual, machine and computer-assisted processes; perform difficult and technical accounting functions; and do other related work as required.

EXAMPLES OF DUTIES

Perform specialized and technical functions in assembling, tabulating, calculating, verifying and filing accounting and fiscally related data for Food Services; assist in revising, formulating, and implementing accounting systems and procedures; prepare trial balances and financial statements; establish, post and maintain journals, ledgers, and a variety of other accounting records; prepare and verify the accuracy and completeness of financial files, records and reports; prepare account analyses; operate mini-computer, EDP peripherals and other business office machines and equipment; work with a computer based accounting and budget control system; prepare complex arithmetical calculations and verify computations; may perform lead functions with a specialized accounting or budget control system which may include the preparation of technical and complex reports; may interpret and may provide information regarding routine legal mandates, policies, regulations and operational guidelines to District personnel; and perform other related duties of equal complexity as assigned.

EMPLOYMENT STANDARDS

KNOWLEDGE AND ABILITIES

Knowledge of:

Methods, practices and procedures of school district accounting;
Operation of manual, machine and computer-assisted accounting systems;
Standard office practices, procedures, and techniques;
Organization and planning methods, trends, techniques and practices.

Ability to:

Perform technical accounting functions;
Prepare, review and analyze accounting and budget control records, summaries and reports;
Perform double entry bookkeeping and elementary accounting;
Lead and advise other food service and accounting personnel;
Make arithmetical calculations and verify the results;
Effectively and efficiently operate computers and other office 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 training or coursework in elementary accounting, bookkeeping, business office organization and planning, or closely related fields. Must pass District-administered accounting test.

Experience:

Three years of highly responsible experience in accounting record management and reporting, including one year in a lead or specialized capacity. Practical experience in the operation of minicomputers.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

Strength:

Work involves lifting objects up to 50 pounds; physical dexterity in limbs and digits necessary to operate office accounting equipment.

Pre-placement Physical: Class I