



NUTRITION SERVICES REPORTING CLERK

**Job Code: FSRC
Bargaining Unit: 01
Effective Date: 7/1/2003**

Description of Work

General Statement of Duties

Performs skilled clerical work providing nutrition services administration with operating reports for individual nutrition services sites and maintaining related accounts payable records, supporting other nutrition services staff in utilizing food service software applications; and performs related duties as required.

Supervision Received

Works under the general supervision of the department head or a unit supervisor.

Supervision Exercised

None.

Typical Duties Performed

The listed examples may not include all the duties performed by all positions in this class.

Develops operating reports for individual nutrition services sites and a summary report; researches information needed for the reports; gathers information from the appropriate nutrition services staff; audits reports; reports results to nutrition services administration.

Develops custom reports for inventory control, accounts payable or receivable information or other nutrition services financial information as requested by nutrition services administrators.

Reviews operating reports in nutrition services management meetings; develops overheads and other materials for presentation at the meeting; discusses trends shown in the operating reports; submits finalized reports to nutrition services coordinators/supervisors.

Develops nutrition services costing and accounts payable data bases; utilizes data from several software packages (i.e., financial and human resources) to gather information necessary for reporting.

Maintains records of nutrition services and labor costs; develops spreadsheets for tracking costs; assigns budget codes for invoice processing; reconciles statements to the database to ensure proper billing; works with vendors to resolve billing discrepancies; processes payments.

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Typical Duties Performed (continued)

Troubleshoots problems with inventory control and nutrition services software applications; assists with troubleshooting problems; works with software vendor applications to resolve problems; runs reports and researches discrepancies to ensure accurate reporting throughout the department.

Develops procedures for resolving inventory discrepancies; audits procedures used by other nutrition services staff to ensure that inventory control process is followed; advise other staff on the procedures that must be followed to ensure accuracy; advises management of problems; recommend changes in procedures as necessary.

Provides inventory and accounts payable support to nutrition services coordinators/supervisors.

Knowledge, Skills and Abilities

Considerable knowledge of computer software applications.

Considerable knowledge of basic bookkeeping practices and procedures.

Working knowledge of generally accepted accounting standards and procedures.

Working knowledge of food service operations, policies, practices and procedures.

Some knowledge of financial reports.

Considerable skill in the operation of a personal computer to maintain records and develop reports.

Considerable ability to communicate effectively, both orally and in writing.

Considerable ability to interact effectively with employees within the department, other district staff, vendors or other outside agencies representing diverse cultural or ethnic backgrounds.

Considerable ability to work with detailed information accurately.

Minimum Qualifications

High school graduation and two years of work experience as an Accounting Clerk 2 or equivalent, which includes at least one year of clerical experience in a food service operation.