



Pickens County Board of Education Job Description

FOOD SERVICE BOOKKEEPER

TITLE/POSITION

RETIREMENT: Teacher Retirement System of Georgia

TERMS OF EMPLOYMENT: 200 Days
Salary to be established by the Board, based on the recommendation of the Superintendent.

REPORTS TO: Director of Nutrition/Food Service

QUALIFICATIONS:

1. High School diploma and previous work experience.
2. Experience with Debit-Credit bookkeeping software, bank statements, excel, monthly balance sheets.
3. Ability to learn use of software to manage Free/Reduced Meal applications and other functions within the School Nutrition (SN) program.
4. Such alternatives to the above qualifications that may be found appropriate and acceptable.

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the Board's Policy on evaluation.

RESPONSIBILITIES:

- Perform any bookkeeping task associated with the SN program and monitors the documentation of SNP managers and cashiers.
- Key in all invoices for payment.
- Maintain payroll records for school nutrition.
- Check all statements with paid invoices and make any corrections needed.
- Write up journal entries to all receipts, NSF returns, inventory, transfers, payroll accruals, interest and corrections.
- Keep up with all returned checks.
- Compile a report from previous year ending balance to assist with preparation of budget.
- Keep up with school change funds.
- Operate various office machines such as copy and calculating machines, risograph printer and office computer.
- Receive telephone calls and provide routine information regarding the School Nutrition program.
- Participate in Georgia Department of Education and other and training programs to increase skills and proficiency related to the assignment.
- Be responsive and cooperate with annual school food service audit.
- Ensure adherence to good safety procedures.
- Follow federal and state laws, as well as Board policies.
- Perform other duties as assigned.