

## Litchfield School District - SAU 27

<b>POSITION TITLE: BOOKKEEPER (FOOD SERVICE)</b>	
<b>Job Description Approved By:</b> <i>Litchfield School District</i>	<b>Date:</b> 8/22/07
<b>General Purpose:</b>	To perform administrative financial support for the operations of the school food service program.
<b>Reports to:</b>	Business Administrator
<b>Supervises:</b>	N/A

### POSITION DUTIES AND RESPONSIBILITIES:

Except as specifically noted, the following functions are considered essential to this position:

1. Maintain the Point-of-Sale (POS) System's student and financial data in conjunction with the Food Service Director and IT department including:
  - Maintaining the accuracy of student account and cash balance records
  - Processing parent requests for POS student passwords
  - Monitoring student account balances and issuing warning notification letters when needed including weekly follow-up to obtain payment
  - Billing of past due student account balances and performing collection efforts with the student's parents
  - Working with school staff to ensure that lunch offerings are limited to students with past due accounts
2. Provide administrative support for the food service accounting function, including:
  - Assisting in the administration of the free and reduced lunch program
  - Verifying accuracy of daily cash balances
  - Reconciling bank deposits to POS system
  - Documenting any discrepancies between daily cash deposits and the POS system
3. Assist Food Service Director in developing financial reports and inventory management, including:
  - Entering all food service purchase requisitions into the financial management system
  - Coordinating processing of accounts payable
4. Maintain an appropriate level of confidentiality regarding the records and operations of the program, school and district.
5. Maintain effective relations with building staff, students, parents, contractors, and the public.
6. Perform other tasks as may be assigned by the Food Service Director.

### TERMS OF EMPLOYMENT:

At-Will, Non-exempt, Part-time school year position. Hourly rate established by the Board.

### MINIMUM QUALIFICATIONS:

1. High school diploma or G.E.D.
2. Minimum of two (2) years experience in a bookkeeper or financial assistant position.
3. Basic math aptitude (addition, subtraction, and multiplication)
4. Such alternatives to these qualifications as the Superintendent may find appropriate and acceptable.

### LICENSURE AND CERTIFICATION REQUIREMENTS:

None.

### PHYSICAL ACTIVITY REQUIREMENTS:

**Primary Physical Requirements:**

(Not, Rarely, Occasionally, or Frequently Required)

1. Lift up to 10 lbs:	Occasionally required
2. Lift 11 to 25 lbs:	Occasionally required
3. Lift 25 to 50 lbs:	Rarely required
4. Lift over 50 lbs:	Not required
5. Carry up to 10 lbs:	Occasionally required
6. Carry 11 to 25 lbs:	Occasionally required
7. Carry 26 to 50 lbs:	Rarely required
8. Carry over 50 lbs:	Not required
9. Reach above shoulder height:	Rarely required
10. Reach at shoulder height:	Frequently required
11. Reach below shoulder height:	Frequently required
12. Push/Pull:	Rarely required

**Hand Manipulation:**

(Not, Rarely, Occasionally, or Frequently Required)

1. Grasping:	Frequently required
2. Handling:	Frequently required
3. Torquing:	Rarely required
4. Fingering:	Frequently required
5. Controls and Equipment:	Office equipment, computer, keyboard, mouse, printer, copier, calculator, adding machine, telephone, FAX machine, and postage meter.

**Other Physical Consideration:**

(Not, Rarely, Occasionally, or Frequently Required)

1. Twisting:	Occasionally required
2. Bending:	Occasionally required
3. Crawling:	Rarely required
4. Squatting:	Rarely required
5. Kneeling:	Rarely required
6. Crouching:	Rarely required
7. Climbing:	Rarely required
8. Balancing:	Rarely required

**Work Surface(s):**

Standard office desk and chair, table. Carpeted and tile floors.

**During the Work Day, Employee is Required to:**

	<u>Consecutive Hours</u>									<u>Total Hours</u>							
Sit	1	2	3	4	5	6	7	8		1	2	3	4	5	6	7	8
Stand	1	2	3	4	5	6	7	8		1	2	3	4	5	6	7	8
Walk	1	2	3	4	5	6	7	8		1	2	3	4	5	6	7	8

**Work Performed:    Inside: 100%**  
**Outside: 0%**

**Cognitive and Sensory Requirement(s):**

1. Talking:	Necessary for communicating with others.
2. Hearing:	Necessary for receiving instructions and inquiries.
3. Sight:	Necessary for doing job effectively and correctly.
4. Tasting and Smelling:	Not Required

**Other Training, Skills and Experience Requirements:**

Ability to work with staff, parents, vendors, regulatory agencies, and the community.

**Summary of Occupational Exposures:**

General office environment.

**Other Considerations and Requirements:**

This is a fairly sedentary position and employee is not required to do extensive physical exertion. Employee is occasionally required to do some lifting. Employee is typically able to sit and stand as needed. Applicants will be subjected to a criminal background check required by state law.