

**Job Title:** ACCOUNT CLERK IV/CHILD NUTRITION

**Definition:**

Under the general supervision of the Director of Child Nutrition Services, performs difficult and complex mathematical and clerical work in keeping financial and statistical records.

**Distinguishing Characteristics:**

This classification is distinguished from others in this series in that the incumbent prepares and maintains complete financial and statistical records of the Child Nutrition Services Department.

**Essential Job Duties:**

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Develops and maintains Child Nutrition Services' financial records.
2. Prepares Federal and State claim forms for reimbursement, maintaining documentation for audit.
3. Prepares financial and statistical reports for the department.
4. Posts ledgers and prepares trial balances.
5. Prepares food services profit and loss statements for sites and district operation.
6. Makes bank deposits and reconciles bank statements.
7. Reconciles bank deposit from individual sites to sales reports.
8. Checks invoices for accuracy, prepares purchase orders and types warrants.
9. Provides training and support to other Account Clerk personnel.
10. Composes and types memos, letters, and reports.
11. Orders food and supplies, under supervision of Director.
12. Interacts with the public through telephone, meetings and dissemination of information.
13. Assists in the preparation of the Child Nutrition Services' budget.
14. Performs other related duties as assigned.

**Minimum Knowledge, Skill and Ability:**

**Knowledge of:**

- Various bookkeeping systems
- Use of microcomputer and related software
- Modern office methods and procedures
- Use of correct grammar, spelling and punctuation
- Accounting terminology and practices

**Skill and Ability to:**

- Perform difficult and complex mathematical calculations with speed and accuracy
- Prepare and maintain complete financial records and reports
- Understand and follow oral and written directions
- Use modern office equipment and machines
- Keyboard neatly and accurately at least 35 wpm on a five-minute test
- Maintain harmonious relations with staff and public
- Compose letters, memoranda, and bulletins independently, using correct format
- Maintain professional confidentiality

**Job Title: ACCOUNT CLERK IV/CHILD NUTRITION**

**Training and Experience:**

Any combination equivalent to training and experience that could likely provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be: high school diploma or equivalent, supplemented by additional classes in accounting, and office procedures. Accounting degree preferred. At least four years of accounting experience, using various bookkeeping systems, preferably in a school district.

**Physical Requirements and Working Conditions:**

- Require vision (which may be corrected) to read small print.
- Require the mobility to stand, stoop, reach and bend. Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Perform work, which may require sitting for prolonged periods.
- Is subject to inside environmental conditions.
- May be required to work at a computer terminal for prolonged periods.
- May be required to take and pass a physical examination.
- Will be required to have a live scan fingerprinting completed and cleared prior to beginning work.

Range: 37

PHYSICAL REQUIREMENTS INFORMATION				
Activity	Never	Occasionally Up to 3 hours	Frequently 3 – 6 hours	Constantly Over 6 hours
Sitting				X
Standing		X		
Running	X			
Walking		X		
Crawling	X			
Kneeling	X			
Climbing	X			
Squatting	X			
Bending (neck)			X	
Bending (waist)	X			
Twisting (neck)			X	
Twisting (waist)	X			
Reaching (above shoulder)	X			
Reaching (below Shoulder)	X			
Pushing & Pulling	X			
Fine Manipulation		X		
Power Grasping	X			
Simple Grasping			X	
Repetitive use of hands				X
Keyboard Use				X
Activity	Never	Occasionally Up to 3 hours	Frequently 3 – 6 hours	Constantly Over 6 hours

**Job Title: ACCOUNT CLERK IV/CHILD NUTRITION**

<b>Lifting/Carrying</b>				
0 – 10 lbs.		X		
11 – 25 lbs.		X		
26 – 50 lbs.	X			
51 – 75 lbs.	X			
76 – 100 lbs.	X			
100 + lbs.	X			
Walking on uneven ground		X		
Driving		X		
Working with heavy equipment	X			
Exposure to excessive noise	X			
Exposure to extreme temperatures	X			
Exposure to dust, gas, fumes, or chemicals	X			
Working at heights	X			
Repetitive movement				X
Use of special visual or auditory personal protective equipment (PPE)	X			
Working with bio-hazards (e.g., blood-borne pathogens, sewage, etc.)	X			

<b>Mental and Psychological Demands</b>		Frequency	
<b>Basic Work Abilities:</b>		Essential	Non-Essen
1	Follow verbal and written instructions	C	n/a
2	Maintain the established work pace	C	n/a
3	Adhere to established work and safety procedures	C	n/a
4	Respond appropriately to direction, evaluation, or criticism	C	n/a
5	Respond appropriately to changes in the work setting	C	n/a
<b>Attention to Task/Details:</b>			
6	Perform simple/repetitive tasks	C	n/a
7	Perform complex/varied tasks	C	n/a
8	Organize tasks and set priorities	C	n/a
9	Manage multiple tasks simultaneously	C	n/a
<b>Interaction with Others:</b>			
10	Work cooperatively with coworkers	C	n/a
11	Interact with customers or the public	C	n/a
<b>Decision Making:</b>			
12	Use basic problem-solving techniques	C	n/a
13	Work autonomously, or with minimal supervision	C	n/a
14	Make independent decisions based on data/circumstances	C	n/a

**Frequency Key:** The following abbreviations denote the frequency an activity is performed daily.

N = Never

I = Infrequently (less than once per day)

O = Occasionally (less than 2 ½ hours per day)

F = Frequently (2 ½ to 5 hours per day)

C = Continuously (more than 5 hours per day)