



T U L S A

PUBLIC SCHOOLS

Job Title: Bookkeeper, Child Nutrition

Department: Child Nutrition
Reports To: Child Nutrition Director
Grade: CA-11
Number of Days: 12 Months
Security Access: Ross
Current Date: July 12, 2012
Overtime Status: Non-Exempt

Job Objectives: Maintains accounts receivable for the department. Adminsters revenue contracts. Submits claims for fresh fruit and vegetable program, snack program and summer feeding program. Processes payment for all direct vendors.

Minimum Qualifications:

- High School Diploma or equivalent

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Prepare all contracts and complete all accounting for them which includes invoicing and receiving payments.
- Compile all snack program counts, submit claim for federal reimbursement, invoice and receive payments for any non reimbursed snacks.
- Receive all invoices for direct vendors, compare to statements and process for payment. Compile all Summer Feeding meal counts and submit claim for reimbursement.
- Submit annual application for fresh fruit and vegetable program, entering claims for reimbursement and also disperse funding for each approved site and other approved purchases.
- Invoice all catering functions and receive payments. Complete deposits for all revenue. Provides income for all revenue and costing for all direct vendors for year-end reporting.
- Communicates State Department mandates for department accounting.
- Represents department with State Department of Education as authorized representative.

Skills and Abilities Required: The following characteristics and physical skills are important for the successful performance of assigned duties.

- 1 year of clerical experience.
- Knowledge of Windows and computer network applications.
- Working knowledge of accounting systems.

Supervisory Responsibility: Does not directly supervise any individuals.

Working Conditions: Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Office

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