

## SCHOOL DISTRICT OF SARASOTA COUNTY

### JOB DESCRIPTION

#### FINANCIAL SPECIALIST, FOOD AND NUTRITION SERVICES

**SALARY SCHEDULE: SSP12**

**COST CENTER: FOOD AND NUTRITION SERVICES (9021)**

**QUALIFICATIONS:**

- (1) Bachelor's Degree in accounting or business from an accredited college or university.
- (2) Minimum of three (3) years successful experience in accounting procedures.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Possess computer skills and proficient in computer applications and spreadsheets. Possess demonstrable analytical and mathematical skills. Ability to organize and prioritize activities. Knowledge of federal, state and local rules and regulations related to school food service programs. Ability to communicate effectively both orally and in writing. Possess interpersonal skills and abilities.

**REPORTS TO:**

Director, Food and Nutrition Services

#### JOB GOAL

To provide for the collection and dissemination of financial and meal participation data for all school cafeterias.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**

- \* (1) Prepare monthly financial and meal preparation data summaries.
- \* (2) Prepare monthly Profit and Loss Statements for each school cafeteria.
- \* (3) Prepare monthly Equivalent Meal Cost Report for each school cafeteria.
- \* (4) Prepare weekly Meals Per Labor Hour Report for each school cafeteria.
- \* (5) Maintain accounts receivable data, prepare invoices and collect payments for catering services.
- \* (6) Prepare monthly invoices for the After School Child Care snack program.
- \* (7) Prepare monthly invoices for the Head Start program.
- \* (8) Maintain and update monthly Food and Nutrition Services website.
- \* (9) Maintain up-to-date employee information for payroll and related remuneration purposes.
- \* (10) Assist in preparing National School Lunch and School Breakfast Program Update forms as required.
- \* (11) Assist in preparing the Food and Nutrition Services annual operating budget as required.
- \* (12) Participate in inservice and training programs as needed.
- \* (13) Respond to inquiries by auditors as required.
- \* (14) Prepare all required reports and maintain all appropriate records.
- \* (15) Exhibit support for the District's vision, mission, goals and priorities.
- \* (16) Demonstrate initiative in the performance of assigned responsibilities.
- \* (17) Provide for a safe and secure workplace.
- \* (18) Model and maintain high ethical standards.
- \* (19) Follow attendance, punctuality and proper dress rules.
- \* (20) Maintain confidentiality regarding school matters.

**FINANCIAL SPECIALIST, FOOD AND NUTRITION SERVICES (Continued)**

- \*(21) Maintain positive relationships with staff and vendors.
- \*(22) Communicate effectively with staff and vendors.
- \*(23) Keep supervisor informed of potential problems or unusual events.
- \*(24) Respond to inquiries and concerns in a timely manner.
- \*(25) Follow all School Board policies, rules and regulations.
- \*(26) Exhibit interpersonal skills to work as an effective team member.
- (27) Perform other incidental tasks consistent with the goals and objectives of this position.

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

**Job Description Supplement No. 05**

\*Essential Performance Responsibilities