



ALVORD UNIFIED SCHOOL DISTRICT CLASSIFIED JOB DESCRIPTION

CHILD NUTRITION ACCOUNTING TECHNICIAN/COMPUTER SUPPORT (Classified Salary Range -37 39)

DEFINITION:

Under direction of the Child Nutrition Services Director or designee, to be responsible for complex financial or statistical records; to monitor and prepare financial statements; to perform a variety of technical and supportive tasks related to personal computers, Child Nutrition computer network, and related hardware and software; to provide training and assistance to system users; and to perform other job related work as required.

EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Accurately monitors, verifies, reconciles, accrues, adjusts and maintains various accounts, financial records and meal count information. **E**
- Prepares monthly spreadsheets and financial reports, including profit and loss statements and balance sheet. **E**
- Prepares monthly invoices and billing; processes payments to vendors. **E**
- Prepares and posts journal entries; maintains general ledger. **E**
- Prepares bank deposit; maintains and reconciles check register. **E**
- Uses complex financial software; keeps variety of computerized databases. **E**
- Communicates with outside consultants, agencies, vendors and departments.
- Maintains accounting records for auditing purposes; assists with annual audit. **E**
- Receives and applies laws, rules and policies to budget and financial functions. **E**
- Provides a variety of supportive tasks related to Child Nutrition Services microcomputer systems, hardware and software; monitors all related departmental computer systems, including remote monitoring of site computer usage, **installs software applications, including office productivity suites and client/server software.****E**
- Provides training and guidance to Child Nutrition computer system users; troubleshoots, **performs minor repairs,** replaces computer-related parts for foodservice computer network. **E**
- Serves as liaison with District's Information Technology Department and foodservice software vendor. **E**
- **Picks up and delivers equipment at District facilities; drives a service vehicle to and from work sites.**
- **Provides assistance and guidance with comprehensive system users; troubleshoots and performs minor repairs to compatible system; connects microcomputers to the network. Assists in monitoring of all related systems.**
- **Receives calls, user-support requests, and inquiries regarding questions and problems associated with usage of basic-to-advanced personal computer software, input and output of documents, data transmission, internet, and I/O to and from computer hardware.**
- **In one-to-one situations either in person or by telephone or other media, instructs users to resolve problems on the use of a variety of common-to-advanced business and educational software such as learning tools, word processing, spreadsheet, databases, and graphics.**
- **Instructs users to resolve hardware problems.**
- **Responds to issues from incident queues and end-user communications. Facilitates response, troubleshooting and service.**
- **Troubleshoots and performs various technical computer and peripheral repair duties that include but are not limited to diagnosing failures and isolating faulty parts, repairing or replacing parts, and verifying and testing for correct operations.**
- **Installs and configures networked computers, e.g., computers, printers, modems, cabling, and peripheral communications equipment.**
- **May set up and test the working condition of audio-visual equipment used to support conferences and instruction.**

- Assists with certain aspects of the budget development process for CNS restricted special, and/or general funds by receiving, analyzing, preparing, and processing budget revisions.
- Inputs approved budget data. Complies with established procedures for specialized budgets. Analyzes budget reports to assure expenditures do not exceed appropriations.
- Provides technical support to departments accessing computerized accounting systems and databases that contain financial and statistical information. May assist departments in cost-benefit analysis of project, program, and related proposals.
- Maintains up-to-date knowledge of the regulations and reporting requirements and procedures connected with restricted, special and general fund programs.
- Maintains inventory of all related materials and equipment.
- Other related duties as assigned.

E = Essential Function

MINIMUM QUALIFICATIONS:

Knowledge of:

- ~~Laws and regulations applying to school foodservice programs and accounting principles.~~
- ~~Basic principles of accounting, auditing, financial record keeping.~~
- Technical knowledge of the procedures and practices of government accounting, budget preparation, and control.
- Working knowledge of generally accepted financial processes and programs and of laws, codes, and regulations applying to assigned financial operations.
- Quickbooks or similar accounting program, school foodservice point of sale and meal application software.
- Working knowledge of audit documentation requirements.
- Basic installation, operation, minor repair and maintenance of microcomputer systems.
- Working knowledge of the workings of automated accounting systems and relational databases, sufficient to train others in data entry, and to troubleshoot errors and exceptions.
- Working knowledge of the financial transactions, controls, and reporting processes associated with restricted funds.
- Well-developed math skills to perform complex accounting and statistical computations.
- Sufficient human relations skills to explain, troubleshoot, and assist staff with detailed procedures and steps for processing accounting transactions.
- The position requires a working knowledge of personal computer workstations, local/remote software distribution, and data communications concepts, methods, and techniques.
- Requires in-depth knowledge of the features and characteristics of a variety of software such as but not limited to word processing, spreadsheet, graphics, help desk software, and utilities.
- Requires a working knowledge of personal computer equipment configuration, operating systems, networks and network equipment, and telecommunications equipment.
- Requires sufficient writing and language skills to prepare, document and convey technical concepts and reports for external publishing.
- Requires sufficient communication skills on the phone and in person to assist users to resolve problems and utilize technologies.
- Modern office practices and procedures.
- Proper English usage, reading, writing, punctuation, and math at a level necessary to perform assigned tasks.

Ability to:

- Apply and adapt established policies and procedures to a variety of accounting and computer situations.
- Train and advise foodservice employees relating to use of computer hardware and software.
- Assist in diagnosis and correction of computer problems, remotely or by traveling to sites.
- Solve problems quickly.
- Analyze and troubleshoot personal computer systems and related equipment; ability to keep inventory; ability to perform skilled work according to plans, specifications and instruction; Must be able to perform all of the relevant duties of the position with minimal supervision.
- Analyze data and situations and reason logically and creatively to identify alternative solutions to problems.
- Respond to and resolve user problems and requests on a timely basis.
- Must be able to operate a variety of computer terminals, printers, and peripheral equipment.
- Read, understand and apply information from technical documentation.
- Document steps for troubleshooting and solving workstation (personal computer and software) and basic networking (data communication and remote software access) problems and solutions in a readable format.
- Instruct and assist employees performing data entry of accounting transactions. Requires ability to prepare technical analyses and regular recurring reports.
- Provide one-on-one and small group discussion, and otherwise work with administrative staff and peers.
- Initiate and conduct technical research, complete complex arithmetic, algebraic and statistical computations, solve technical problems associated with financial transactions.
- Manage multiple tasks simultaneously and organize and prioritize work in order to meet rigid schedules and timelines
- Communicate well with district personnel, parents, and students
- Work cooperatively with others and establish and maintain effective personal working relationships.
- Understand and carry out verbal and written instructions in an independent manner. Make calculations with speed and accuracy.
- Perform the essential responsibilities and work tasks of the position.

Education:

- High School graduation or equivalent.
- Completion of formal classes in accounting or financial record keeping is preferred.
- One year of post high school education/training in data processing, computer science or related field.
- One year of additional qualifying experience beyond the minimum may be substituted for one year of required education.

Experience:

- Two years experience in budgeting, accounting, business or school administration.
- Two years of experience in repair/support of microcomputers or other job related experience that would demonstrate appropriate job training, preparation and utilization of skills, knowledge and ability that meets the requirements described above.

Licenses and Certificates:

- Must possess and maintain a California Motor Vehicles Class C Driver's License and remain insurable at the standard insurance market rate.

WORKING CONDITIONS:**Environment:**

- Office/school environment; occasional work outside buildings
- Will also work in school kitchen/cafeteria environment
- Demanding timelines
- Subject to frequent interruptions and contact with other employees

Physical Ability:

- Hearing and speaking to exchange information in person and on the telephone
- Visual ability to read
- Dexterity of hands and fingers to operate a computer keyboard
- Typing with accuracy @ 40 wpm
- Sitting and/or standing for long periods of time
- Bending at the waist, stooping, kneeling, and crouching
- Carrying, pushing, pulling or lifting light equipment (up to 30 lb.)
- Reaching overhead, above the shoulders and horizontally
- Mobility

Hazards:

- Extended viewing of computer monitor
- Exposure to electrical wiring
- Working around and with office and kitchen equipment with moving parts