



Admin Sec 6 / CNP - Financial

Purpose Statement

The job of Admin Sec 6 / CNP - Financial is done for the purpose/s of providing a wide variety of confidential administrative and secretarial support to assigned District administrator; managing all aspects of Free and Reduced Meal Benefits, Clerk on-site training, and daily program financial activities.

This job reports to Director Child Nutrition

Essential Functions

Approves and processes a variety of documents and materials (e.g. applications for free and reduced-price meal benefits, payroll and Human Resource documents, time sheets, requisitions, journal entries, outside contract billing, receipts, invoices, refunds, travel and expense reimbursements, deposits from child nutrition program and catering sales, training materials, etc.) for the purpose of disseminating information in compliance with established administrative guidelines.

Attends work regularly to fulfill duties specific to the assignment for the purpose of providing quality educational experiences and continuity for assigned students, parents, and the overall school community.

Attends department and/or in-service meetings for the purpose of providing training, conveying and/or gathering information required to perform functions, recording minutes, and supporting the needs of attendees.

Collaborates with clerks for the purpose of ensuring that all financial issues are handled according to guidelines and procedures.

Collects, reconciles and analyzes school meal payments and lunch data (e.g. online payments, daily deposits slips to verify dollar amounts are correct and deposits are made in a timely manner, etc.) for the purpose of processing school nutrition finances in accordance with mandated guidelines.

Communicates with a variety of personnel (e.g. clients, administrators, clerks, managers, food service workers, etc.) for the purpose of providing information and assisting with understanding of forms, rules and regulations.

Compiles data (e.g. budget reports, specialized reports, personnel records, etc.) for the purpose of preparing reports or processing requests regarding child nutrition program.

Conduct and report annual audit/verification of free/reduced meal applications for the purpose of ensuring eligibility status and document completion of applicants.

Conducts direct certification regularly (at least three times per year) (e.g. foster children and students or households receiving FEP, SNAP or who are foster children eligible for benefits, etc.) for the purpose of certifying children for meal benefits.

Coordinates assigned projects and/or program components (e.g. proper distribution of materials to a variety of departments, arrangements for conferences, meetings, travel requirements, personnel to proctor all exit assessments, etc.) for the purpose of completing activities and/or delivering services in a timely fashion.

Maintains inventory of supplies and materials (e.g. forms, office supplies, small wares, etc.) for the purpose of ensuring items' availability.

Maintains a variety of manual and electronic documents files and records (e.g. time sheets, expense reimbursement requests, invoices, refunds, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Prepares a variety of correspondence, reports and other materials (e.g. letters, memorandums, minutes, charts, periodic and ad-hoc reports, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.

Processes daily cafeteria deposits for the purpose of ensuring accurate and secure financial accounting of program funds according to established accounting practices.

Researches assigned topics (e.g. free/reduced and direct certification, current practices, policies, education codes, etc.) for the purpose of providing information that address school operations.

Responds to inquiries from a variety of internal and external parties (e.g. district staff, other schools, government agencies, general public, students, etc.) for the purpose of providing information, facilitating communication among parties and/or providing direction.

Trains Child Nutrition Clerks regularly, on site on a variety of materials, and monitors for acceptable understanding and compliance (e.g. POS system, daily meal transactions, collecting payment procedures, balancing accounts, deposits, documentation of financial records, sales transaction documents, reconciliation of daily cash and credit receipts, appropriate response(s) to inquiries of students, staff, and public, Meal Charging Procedure 6710 P1, reimburseable meal components, free and reduced-price program applications, etc.) for the purpose of ensuring efficient and effective functioning of department services and program meal sales.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment; using pertinent software applications; type minimum 50 wpm; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: commonly accepted office application software and machines; and vocational standards.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals; work with a variety of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: maintaining confidentiality; meeting deadlines and schedules; and working with detailed information/data.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; monitoring budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and

significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience is desired.

Education: High school diploma or equivalent.

Equivalency:

Required Testing

Pre-employment Proficiency Test

Continuing Educ. / Training

Continuing Education to renew certifications

Certificates and Licenses

Food Handler's Permit and ServSafe Certification

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

12/21/2016

Salary Grade

Lane 6