



Valparaiso Community School Corporation

Position Available

TITLE: Bookkeeper
DEPARTMENT: School Nutrition
REPORTS TO: Director of School Nutrition Services

SUMMARY:

Work cooperatively in compiling daily banking data and reports for Director of Food and Nutrition Services, assist department employees with point of sale software, manage free and reduced eligibility records, invoice for catering services, perform nutrition label data entry and submit Federal reimbursement claims.

QUALIFICATIONS:

- Excellent computer skills including Excel, Word, and Microsoft Suite of applications
- Bookkeeping skills essential to maintain accurate records and files
- Willingness to learn new tasks in a fast paced changing environment with many interruptions in an open office environment
- Ability to maintain confidentiality
- Ability to self-organize work for maximum efficiency; good time management skills
- Willing to follow Federal, State and district policies and procedures related to the position
- Effective communication skills- oral and written

RESPONSIBILITIES INCLUDE, (BUT ARE NOT LIMITED TO): *Other duties may be assigned*

- Responsible for daily reports and transmittals, EOM and EOY reports
- Prepare monthly profit and loss statement
- Maintain accurate student database for contracted facility
- Prepare monthly federal reimbursement claim
- Responsible for maintenance, storage and destruction of all child nutrition records and files
- Maintain confidentiality of Free and Reduced information
- Perform nutrition label data entry in nutrient analysis software
- Assist employees with point of sale questions and troubleshoot problems
- Responsible for receiving and calculating contracted facility information and billing
- Maintain POS Software, perform updates and train cashiers. Cashier as needed.
- Processes free and reduced applications and performs Direct Certification match.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION/EXPERIENCE

High School Diploma or GED

College degree preferred

Accounting experience

Supervisory experience

Training experience

LANGUAGE SKILLS

- Ability to read and comprehend instructions, printed and email correspondence
- Ability to write correspondence and email accurately
- Ability to effectively present information in one-on-one and small group situations to customers and employees
- Ability to effectively communicate in spoken English

MATHEMATICAL SKILLS

- Ability to add, subtract, multiply and divide numbers accurately and to perform these operations using units of money, weight and volume.

REASONING ABILITY

- Ability to apply common sense understanding to carry out detailed written or oral instructions
- Ability to problem solve effectively

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and continuously required to work with a computer. The employee will occasionally lift files and bend at the knee to retrieve files. The employee continuously uses hand strength to operate the phone, keyboard, office equipment and adding machine. Specific vision abilities required by this job include close vision, depth perception and peripheral vision and color vision.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in temperatures above 100 degrees and occasionally will walk on slippery surfaces while performing training in kitchen cafeterias. The employee must be able to meet deadlines with severe time constraints and interact positively with the public and other workers. The noise level in the work environment is moderately loud.

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.

Valparaiso Community Schools is an equal opportunity employer.

Submit completed application and resume to Kathy Kane, Director of School Nutrition Services, 2727 N. Campbell St., Valparaiso, IN 46385 or via email: kkane@valpo.k12.in.us

WORK SCHEDULE: 260 days per year, 8 hours daily