

GUILFORD COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: SNS FINANCE COORDINATOR SCHOOL NUTRITION SERVICES DEPARTMENT

GENERAL STATEMENT OF JOB

Under limited supervision, performs technical, administrative, and professional work for computer and technology, and Free and Reduced Program functions of the School Nutrition Services Department. Work involves performing limited financial duties, administering the Free and Reduced-price meal program, coordinating the installation, use, and repair of SNS computers and peripheral equipment. Work also involves serving in a mentoring role for the department in order to provide resources, information, and direction to facilitate the success of site-base cafeteria personnel. Position is responsible for providing training, establishing audit instruments and procedures, and monitoring performance of site-based managers and support personnel. Position is expected to develop site-based managers and support personnel to become independent thinkers and to use sound judgment (based on SNS standards and procedures) in solving day-to-day problems by directing them to the appropriate resources. Reports to the Director School Nutrition Services.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Administers the Free and Reduced Priced Meal Program, provides appropriate training, review and documentation to ensure accuracy of free and reduced meal records, and prepares program reports.

Compiles and sends to appropriate school manager and supervisor, monthly up-to-date eligibility rosters.

Maintains free and reduced rosters for accuracy.

Oversees data entry of student eligibility information to meet USDA guidelines.

Performs verification function of free and reduced program.

Removes ineligible students from free and reduced program as required by USDA.

Prepares eligibility reports if needed by Guilford County Schools' staff.

Prepares official free and reduced rosters in February and June.

Develops and maintains all financial reports required by GCS Finance and NC DPI.

Prepares finance reports for GCS Finance and NC DPI for audit purposes.

Completes the USDA Annual Agreement for the department.

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Completes the monthly NC DPI Claim for reimbursement of USDA funds.

Maintains all banking records. Acts as a liaison between school nutrition and banking vendor to secure daily deposits, acquire banking supplies, and all other matters pertaining to banking.

Trouble-shoots POS problems and works with software vendor with respect to updates as needed.

Works in cooperation with the director to create and evaluate the department's budget. Handles all budget adjustments and amendments as directed by the director.

Performs point-of-sale responsibilities including training cashiers in appropriate procedures and regulations, reviewing reports, and assisting with on-site reviews of cash collection and meal counting procedures by providing necessary student eligibility information.

Conducts school free and reduced program audits.

Coordinates the installation, use, and repair of computers and peripheral equipment.

Coordinates the application of new software and software revisions for central office and school level programs.

Provides training for managers and staff in the use of technology.

Serve as liaison with Guilford County Schools' technology department and software vendor for all financial and free and reduced program functions of School Nutrition Services.

Designs assessment and survey instruments, gathers data, generates analysis of data and produces reports of assessment findings.

Serves as a liaison to facilitate the cafeteria manager's success. Serves as a mentor and communication link that encourages managers to request assistance from the appropriate SNS team member and who helps managers identify available resources.

Attends seminars, conferences, workshops, classes, lectures, etc., as appropriate, to enhance and maintain knowledge of trends and developments in the field of food services administration; reviews professional journals, attends association and professional meetings, and otherwise maintains contacts with food services professionals to facilitate exchange of information.

ADDITIONAL JOB FUNCTIONS

Supports, assists and serves in leadership role in activities sponsored by the Guilford County, North Carolina and American School Food Service Association.

Is on-call to handle emergency situations.

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Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree in food service management, accounting, auditing, computer science or a related field, and 3 to 5 years of experience in food service management, accounting, auditing, computer science or a related field, with some experience in a leadership role preferred; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of equipment including computers, copiers, adding machines, etc. Must be able to exert up to 50 pounds of force occasionally, up to 10 pounds of force frequently and/or a negligible amount of force constantly to lift, carry, push, pull or otherwise move objects. Physical requirements are consistent with those for Light to Medium Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving and receiving instructions, assignments or directions.

Language Ability: Requires the ability to read a variety of correspondence, reports, forms, manuals, schedules, invoices, requisitions, journals, etc. Requires the ability to prepare correspondence, reports, forms, assessment and survey instruments, procedures, manuals, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak before groups of people with poise, voice control and confidence.

Intelligence: ; Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including accounting, purchasing and customer service terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages; and to apply the principles of algebra.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

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Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using office equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment and hand tools. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with emergency situations.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of computers and software applicable to School Nutrition Services and related organizations.

Considerable knowledge of state, local and school system regulations, policies and procedures for Child Nutrition Program.

Considerable knowledge of Generally Accepted Accounting Principles, School System procedures and North Carolina General Statutes.

Considerable knowledge of the principles and practices of food service administration.

Considerable knowledge of the principles of leadership, organization and administration.

Considerable knowledge of the ethical guidelines applicable to the position as outlined by professional organizations and/or federal, state and local laws, rules and regulations.

Considerable knowledge of the current literature, trends, methods and developments in the area of food service administration and accounting.

General knowledge of public sector purchasing principles, practices and procedures.

General knowledge of local, state and federal rules and regulations regarding the delivery of meals to students in the school community.

Skill in counseling and developing staff.

Ability to use a variety of office machines, including popular computer-driven word processing, spreadsheet and file maintenance programs.

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Ability to apply accounting principles and relevant laws and regulations to the monitoring and review of fiscal and accounting records and reports.

Ability to travel to and from schools and administrative offices independently.

Ability to establish and maintain moderately complex records and files, and to prepare reports from such data.

Ability to set goals, strategies, and priorities that are clear, challenging and relevant to purpose.

Ability to plan, develop, implement and evaluate programs and procedures and make recommendations for improvement.

Ability to accurately interpret state and federal regulations and school policies.

Ability to develop and administer budgets.

Ability to make oral presentations before large groups of people.

Ability to effectively express ideas orally and in writing.

Ability to exercise considerable tact and courtesy in frequent contact with the public.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.