



EMPLOYEE NAME: _____

Revised: 12/04; 4/08; 7/12; 10/12; 6/18; 7/19

JOB DESCRIPTION

POSITION TITLE: Manager, Food Services Accounting	JOB CODE: 465C
DIVISION: Financial Services	SALARY SCHEDULE: Professional/Supervisory
DEPARTMENT: Accounting Services	WORK DAYS: 238
REPORTS TO: Accounting Manager	PAY GRADE: Rank D (NK04)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Manages the Food Service accounting function for the School District, including, but not limited to, preparation of monthly financial statements; adherence to State deadlines for financial and reimbursement data; ensuring proper accounting for all State and Federal reimbursements; analysis and verification of Food Service financial data; monthly and annual reporting of Food Service data to the State of Georgia.	

REQUIREMENTS:

1. Educational Level: Bachelor Degree in Accounting required
2. Certification/License Required: None
3. Experience: 3 years of accounting experience
4. Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5. Knowledge, Skills, & Abilities: Written and oral communication. Superior accounting and analytical skills; excellent supervisory communication; organizational and interpersonal skills

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1. Demonstrates prompt and regular attendance.
2. Manages the Food Service accounting function for the School District, including operations and staff; completes staff annual evaluation.
3. Ensures the Food Service monthly financial reports and reimbursement claims are filed in compliance with required State deadlines and procedures. This includes ensuring the accuracy and reliability of monthly financial data, required State reports and other food service accounting information.
4. Compares accounting information to State reports to ensure accuracy and researches any discrepancies and prepares the quarterly food service report for the Chief Financial Officer's quarterly report to the Board.
5. Approves all journal vouchers and entries posted to the Food Service accounting system and assists other FNS personnel with accounting questions and issues.
6. Understands and oversees the new School Food Services Accounting Software (CCSNAP) and updates any appropriate procedures as needed; works closely with technology support for the Food Service accounting system to ensure programming changes and enhancements are continuously made to the accounting system.
7. Works with FNS and warehouse personnel to solve warehouse accounting issues and improve processes affecting the Food Service accounting system.
8. Reviews the financial portion of the charter school applications submitted to the Cobb County School District and prepares the financial analysis for the Board of Education's review and approval.
9. Assists with Board policy updates related to new GASB requirement or pronouncements and assists with the preparation of the annual Comprehensive Accounting Financial Report (CAFR) for submission to the Government Financial Officer Association and Association of School Business Officials. Works with the State Department of Education as appropriate to ensure the District is in compliance with accounting requirements.
10. Performs the daily banking duties as the secondary Accounting Managers backup when needed.
11. Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____