



IRVINE UNIFIED SCHOOL DISTRICT

SPECIALIST-NUTRITION SERVICES

DEFINITION:

Under the supervision of the Director of Nutrition Services; performs accounting, budgeting and financial functions on all matters relating to the Nutrition Services department, including Federal and State Child Nutrition Programs This position requires strong communication, organizational, analytical and problem solving skills.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Develops and manages department budgets; creates and maintains spreadsheets to monitor budget expenditures, reviews and verifies available funds, and makes adjustments as needed; develops and maintains site based profit and loss documents; prepares monthly Nutrition Services account reconciliations.
- Contacts vendors, obtains oral and written quotes; helps prepare bid documents and responsible for purchase requisitions and ordering of supplies and equipment, including researching product/service quality, price and availability; enters data, verifies receipt, researches discrepancies and works with vendors to correct them. Responsible for all department accounts payables and receivables tasks.
- Prepares and maintains a variety of records and reports related to assigned activities; processes, maintains and manages Federal free and reduced price meal applications; maintains documentation to support the department's State and Federal reimbursements.
- Operates a variety of office equipment including a copier, fax machine, computer and assigned software;
- Attends meetings, seminars, and conferences applicable to job requirements.
- Receives, screens and routes telephone calls; assists visitors; responds to requests, concerns and questions from staff and the public; interprets policies and regulations to staff and public.
- Provides technical support services for users of department computer software.
- Preparing and inputting monthly pay stipends, including verifying budget and salary information.

QUALIFICATIONS GUIDE

Knowledge of:

- General accounting principles, practices, procedures and methods.
- Principles, practices and legal requirements of public or school district purchasing.
- Computer application programs for accounting, databases and word processing, such as Excel, Word, Access, IFAS (Bi-Tech).
- Operation of a computer and assigned software.
- Record-keeping and report preparation techniques.
- Oral and written communication skills.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Applicable laws, rules and regulations related to assigned activities.
- Interpersonal skills using tact, patience and courtesy.
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- Modern office practices, procedures and equipment.
- Applicable state/federal laws, District policies and regulations governing school districts and child nutrition programs.
- Basic methods, procedures and practices of financial and statistical record keeping.

Ability to:

- Communicate and work effectively with others.
- Perform complex accounting tasks that involve the exercise of independent judgment.
- Understand and interpret a wide variety of policies, laws, rules and regulations.
- Maintain current knowledge of laws, rules and regulations related to assigned activities.
- Operate a computer and assigned software.

- **Maintain records and prepare reports.**
- **Communicate effectively both orally and in writing.**
- **Establish and maintain cooperative and effective working relationships with others.**
- **Meet schedules and time lines.**
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- **Observe health and safety regulations.**
- **Work with a high level of independence and with little direct supervision.**
- **Organize and prioritize work and adhere to established deadlines.**
- **Generate comprehensive written reports involving complex data in a proficient manner.**

EDUCATION/EXPERIENCE:

Any combination equivalent to: bachelor's degree in accounting is highly desirable, business administration or a related field Any combination of experience and/or education in fiscal and financial budget management which demonstrate ability to perform the duties of this position.

LICENSES AND OTHER REQUIREMENTS:

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.

- **Dexterity of hands and fingers to operate a computer keyboard.**
- **Hearing and speaking to exchange information and make presentations.**
- **Sitting, walking, crouching or standing for extended periods of time.**
- **Seeing close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus to read a variety of materials.**
- **Lifting, carrying, pushing and pulling light objects up to 10 pounds.**

WORK ENVIRONMENT:

Office 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. The noise level in the work environment is usually moderate.

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