

Job Title:	Accountant FNS	Wage/Hour Status:	Exempt
Reports to:	Food and Nutrition Services Director	Pay Grade:	102
Dept./School:	Food and Nutrition Services	Date Revised:	October 28, 2024

Primary Purpose

Perform and maintain accounting/financial operations; preparing financial statements and a variety of mandated reports; ensure revenues and expenditures are processed in accordance with compliance requirements; maintain accurate account balances; and ensure efficient use of financial resources.

Qualifications**Education/Certification**

Bachelor's Degree in Accounting or related field from an accredited university

Special Knowledge/Skills

- Knowledge of Food and Nutrition Services policies and regulations
- Experience with microcomputer-based spreadsheets.
- Knowledge of fund accounting experience.
- Strong analytical, communication, presentation, and interpersonal skills
- Ability to compile, interpret, and analyze policy, procedure, and data
- Knowledge of data processing applications

Experience

Two (2) years' experience in financial accounting, including preparation of financial statements

Major Responsibilities and Duties

1. Manage the Food and Nutrition Service (FNS) accounting function for the district, including operations and staff.
2. Ensure the FNS monthly financial reports and reimbursement claims are filed in compliance with required State deadlines and procedures.
3. Ensure the accuracy and reliability of monthly financial data, required State reports and other Food Service accounting information.
4. Approve all journal vouchers and entries posted to the Food Service accounting system and assist other FNS personnel with accounting questions and issues.
5. Develop and update any appropriate procedures as needed; work closely with technology support for the FNS accounting system to ensure programming changes and enhancements are continuously made to the accounting system.
6. Supervise the preparation of monthly school and departmental profit and loss statements. Supervise the reconciliation of weekly reports generated at the school level and bank statements.
7. Provide training and support for WebSMARTT.
8. Work as a liaison between other departments and Food and Nutrition Services.
9. Assist with the various audit and edit functions.
10. Assist with the preparation of the year-end Food Service Special Revenue Financial Report.
11. Encourage and support the development and implementation of effective accounting programs to achieve identified goals and objectives.
12. Monitor the fund accounting process systematically and continuously to ensure that they are achieving the desired outcomes.
13. Ensure that all accounting policies comply with district, state and federal policies.
14. Provide "hands on" in-service training to department personnel to ensure that accounting policies and procedures are implemented in a consistent manner throughout the district.
15. Monitor fund expenditures at the campus level to ensure that expenditures are appropriate and in accordance with all governing policies.
16. Ensure that necessary reports are completed in a timely manner.
17. Assist in the maintenance of the fixed asset system to ensure that assets are appropriately accounted for.

- 18. Review the accounts payable expenditures to ensure that they are in compliance with all policies and meet bid requirements.
- 19. Participate in professional development and training.
- 20. Review, analyze, and evaluate the budget process, assuring compliance with generally accepted budgeting principles, standards, and procedures.
- 21. Utilize computer software programs to produce multiple technical reports.
- 22. Assist the director with budgeting questions and concerns.
- 23. Assist in coordinating the on-going budget process that includes compiling, analyzing, and monitoring FNS budget.
- 24. Perform other duties as assigned by supervisor.

Supervisory Responsibilities

None

Equipment Used

Personal computer (PC), computer printer, copier, and calculator

Working Conditions

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress and work with frequent interruptions; occasional prolonged and irregular hours; prolonged use of the computer and repetitive hand motions.

Terms of Employment

226 days; salary to be established by the Board of Trustees

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: _____

Job Title: _____

Date: _____

Approved: _____

Job Title: _____

Date: _____

My supervisor has reviewed this job description with me and has provided me a copy.

Employee: _____

Date: _____

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, at 230 -2031; Section 504 inquiries regarding students may be referred to 504 Coordinator at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley.

Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.