

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT**  
**Position Description**

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<b>TITLE:</b>	Nutrition Services Program Technician II	<b>CLASSIFICATION:</b>	Classified Non- Management (SEIU/Office-Technical)
<b>SERIES:</b>	None	<b>FLSA:</b>	Non-Exempt
<b>JOB CLASS CODE:</b>	9774	<b>WORK YEAR:</b>	12 Months
<b>DEPARTMENT:</b>	Nutrition Services Department	<b>SALARY:</b>	Range 50 Salary Schedule C
<b>REPORTS TO:</b>	Assigned Supervisor	<b>CABINET APPROVAL:</b>	03-11-2020

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**BASIC FUNCTION:**

Under the direction of the Director of Nutrition Services, perform diverse, specialized duties related to the Nutrition Services fund including federal and state claims preparations, auditing, reconciling, and review of accounts payables, receivables, cash deposits, and other financial duties. Prepare reports and financial statements and establish and update fiscal procedures and processes that align with the District, state, and federal requirements.

**REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)**

Act as department liaison with District accounting and budget departments. **E**

Prepare monthly Federal claims for reimbursement utilizing Generally Accepted Accounting Principles (GAAP) for accurate reporting and data review. **E**

Process, input, and apply approvals of documents including requisitions and budget transfers. **E**

Analyze and review revenue and expense data trends, investigate variances and make recommendations to ensure budget controls are maintained. **E**

Assist in the department's budget development process to include one stop staffing and expense and revenue forecast's utilizing current and past fiscal trends. **E**

Perform the accounting and financial reporting of the nutrition fund and explain complex financial transactions; analyze and prepare accounts for quarterly sales tax reporting, year-end closing and financial statements. **E**

Maintain spreadsheets for budgets, initiate all financial reports necessary for applications for various grants, contracts and programs, verify that proposed expenditures meet guidelines of grants and contracts; maintain records. **E**

Assist in ensuring compliance with various local, state and federal reporting requirements, guidelines, rules and regulations. **E**

Prepare, maintain, and process all accounts receivables from charters, catering events, vended programs, District departments, and other customers. **E**

Oversee, process, and monitor accounts payables for accuracy and timely payments. **E**

Reconcile non-food invoices to receipts and process for payment; maintain files of expenditures. **E**

Develop and maintain monthly profit and loss statements for various Nutrition Services programs including National School Lunch, School Breakfast, After School Snack, Child and Adult Care Food Program, and Summer Meals Program as well as other programs. **E**

Perform detailed and accurate computer functions using the District's finance system; operate and understand system functions related to assigned duties, as well as other nutrition software applications. **E**

Review and track labor expenses for per diem timesheets and extra duty pay; develop reports and schedules for alternate time accounting principles, PARS, and track trends in labor and food expenses. **E**

Review and monitor department's petty cash, Cal card, bank deposits, credit card payments, and change fund reconciliations per District requirements. **E**

Review and process departments' travel and mileage forms; obtain necessary approvals. **E**

Perform functions related to school meal applications and eligibility processing, including verification notifications, communications and reporting. **E**

Develop and maintain various spreadsheets, data tracking, and statistical records for the departments' leadership to aid in fiscal decision making. **E**

Review and update annual Memorandum's of Understanding agreements with various charter schools and vended programs. **E**

Complete annual nutrition programs applications with California Department of Education, including data updates and record maintenance for alternate Provision claiming methods. **E**

Assist in developing, updating, and maintaining department processes and procedures that improve internal controls, accuracy, transparency, and oversight of the departments accounting practices. **E**

Provide fiscal and accounting technical training and support to other clerical and office staff. **E**

Work closely and cooperatively with internal and external auditors including California Department of Education administrative audits in gathering and interpreting financial data for review. **E**

Operate a computer and related software to input, output, update, and access a variety of records and information; generate reports. **E**

Provide excellent customer service by establishing positive relationships with District personnel, representatives from external organizations, and others; respond to phone calls, emails, letters, and other communications; and compose memos, letters, or other materials. **E**

Promote teamwork by sharing knowledge, providing cross-training for other employees, cooperating with others, participating in meetings and work groups, and supporting the goals and objectives of the District and the department. **E**

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Perform related duties as assigned.

#### **TRAINING, EDUCATION, AND EXPERIENCE:**

Any combination equivalent to: associate's degree, and four years of experience in finance or accounting, in a medium to large organization, preferably a California school district or County Office of Education or Nutrition Services Program.

Substitution: Additional years of qualifying experience may substitute for the required education on a year for year basis.

### **LICENSES AND OTHER REQUIREMENTS:**

Hold a current, valid California driver's license. Overall scores in computer software testing program preferred as follows:

Keyboarding.....55 Correct WPM  
 Word.....80% Overall Score  
 Excel.....80% Overall Score  
 General Accounting.....80% Overall Score

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

Statewide Standardized Account Code Structure (SACS).  
 Generally Accepted Accounting Principles.  
 Methods and practices of financial record keeping.  
 Financial statement and general accounting control procedures.  
 District and Department policies and procedures related to assigned function.  
 Applicable sections of State Education Code and other state and federal laws.  
 Operation of a computer, related software, and standard office equipment.  
 Microsoft Office, including Word & Excel for Windows, and accounting software for spreadsheet analysis.  
 Correct English usage, grammar, spelling, punctuation, and vocabulary.  
 Interpersonal skills using tact, patience, and courtesy.  
 USDA and CDE fiscal and eligibility requirements.

#### **ABILITY TO:**

Perform the basic function of the position.  
 Analyze and interpret fiscal records and documents.  
 Perform computational tasks with speed, accuracy and attention to detail.  
 Understand and carry out difficult oral and written instructions.  
 Learn laws, regulations, and policies governing school meal programs.  
 Maintain records and prepare reports using math calculations/formulas.  
 Multitask, and handle multiple deadlines.  
 Excellent oral and written skills, along with superb organizational skills.  
 Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.  
 Establish and maintain cooperative and effective working relationships with others.  
 Meet state and District standards of professional conduct as outlined in Board Policy.

### **WORKING CONDITIONS:**

#### **SAMPLE ENVIRONMENT:**

Office environment; constant interruptions; drive a vehicle to conduct work.

#### **SAMPLE PHYSICAL ABILITIES:**

Sit for extended periods of time; dexterity of hands and fingers to operate a computer keyboard; reach overhead, above the shoulders, and horizontally; bend at the waist or crouch to retrieve files from cabinets and shelves; hear and speak to exchange information in person or on the telephone; see to read various documents related to assigned activities and view a computer monitor; lift light objects.