

Range	28
H/Week	40
Hours/Day	8
Months/Year	12

SHASTA-TEHAMA-TRINITY JOINT COMMUNITY COLLEGE DISTRICT

JOB TITLE: Bookkeeper - Food Service

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

To perform responsible bookkeeping and clerical accounting functions in the preparation, maintenance, and processing of district cafeteria and food service financial and statistical records and reports; to perform accounts payable and accounts receivable functions; and to provide a variety of responsible clerical assistance in support of district cafeteria and food service operations. Employees in this classification receive general supervision within a framework of standard policies and procedures. This job class exercises responsibility for the accurate and timely processing and maintenance of financial transactions, records, and accounts related to district food service operations. This job class functions at a journey level of classification and requires independent judgment and decision making regarding standard bookkeeping and accounting methods and procedures.

SUPERVISOR: Food Services Supervisor or designee

TYPICAL DUTIES:

- Maintains cafeteria/food service fiscal accounting records and processes fiscal transactions related to accounts receivable for cash collections
- Collects, counts, and records cash received for daily cafeteria/food service operations and prepares daily deposits for cash collections
- Maintains food service books and accounts; posts to accounts, balances such accounts, and adjusts irregularities
- Reviews monthly printouts for cafeteria/food service accounts and verifies accuracy of payables and receivables
- Acts as information source to the business office, food services personnel, outside vendors, and others regarding food service bookkeeping, purchasing, and related fiscal procedures
- Checks and verifies the accuracy of invoices, invoice extensions, requisitions, purchase orders, receiving documents, and similar information; matches invoices and statements with purchase orders
- Prepares reports related to cafeteria/food service operations and activities including cash receipts, meal production, food served sales tax, daily sales report, etc.

- Establishes and maintains fiscal records and worksheets for all calculations, extensions, and verifications related to bookkeeping functions.
- Prepares invoices and billings for payment; determines appropriate account coding, logs and submits warrant requests, and reviews warrants for accuracy
- Computes, verified, balances, and adjusts accounts, records and date requiring independent judgment based on established procedures and policies
- Operates a computer terminal to generate lists, update records monitor expenditures, respond to information requests, etc.
- Gathers, reviews and verifies time cards and payroll information for cafeteria staff; forwards payroll information to the payroll office for processing and receives and distributes payroll checks to staff
- Maintains inventory records related to food service operations including food and supplies received, used/prepared, and leftover after meal service; participates in physical inventory operations and prepares inventory reports
- Performs arithmetical calculations and calculates extensions
- Assists in preparing billings/invoices for special banquets and catering operations
- Reconciles bank statement to assigned accounts and follows up on returned checks
- Approves all checks to be cashed for food services
- Researches problem areas, questions, or areas of concern; tracing payments credits, invoices, contacting vendors, suppliers, and others to find appropriate answers
- Performs a variety of clerical activities including filing, typing, and duplicating
- Performs other related duties similar to the above in scope and function as required

EMPLOYMENT STANDARDS

Knowledge of:

- the purposes, methods, and practices of financial record keeping
- financial record keeping and general bookkeeping principles and procedures
- modern office methods and procedures

Ability to:

- learn district rules, regulations, and technical procedures used in the maintenance of food service accounting records
- understand and carry out directions in an independent manner
- apply general rules and regulations to specific cases
- perform arithmetic calculations accurately and rapidly
- type accurately at a rate required for successful job performance

- operate office machines and equipment including computer terminal, printer, typewriter, calculator, and copier
- establish and maintain a variety of record keeping systems and to prepare a variety of financial and statistical reports
- communicate effectively in both oral and written forms
- establish and maintain effective work relationships with those contacted in the performance of required duties

EDUCATION/EXPERIENCE:

A.A. Degree in Accounting or equivalent preferred. Two years of responsible bookkeeping experience