



**HANOVER COUNTY PUBLIC SCHOOLS
invites applications for the position of:**

School Nutrition Account Specialist

SALARY:

\$43,348.68 - \$69,355.01 Annually

OPENING DATE: 09/16/22

CLOSING DATE: 09/23/22 11:59 PM

DESCRIPTION:

General Responsibilities:

Provides considerable technical accounting and other tasks to support the fiscal management of Federal, State, and local funds. Provides day to day support to the Department of School Nutrition Services. Responsible for accounts payable and receivable functions. May serve as the primary point of contact for SNS monies. Manages front office and provides reception and clerical support as needed.

Essential Duties:

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Enters and reconciles accounts payable invoices and statements;
- Reconciles bank deposits from school cafeterias and central office;
- Maintains monthly budget versus actual expense reports;
- Assists in monitoring, analyzing and reporting financial and operational data;
- Provide accurate data and analysis to assist in the preparation of the annual operational budget;
- Creates complex statistical reports pertaining to the financial management of federal, state and local funds;
- Prepares and maintains files, requisitions, expenditures and budgets and accounts;
- Reviews and verifies expenditures and retains all related POs with invoices;
 1. verify expenditures on state and/or federal reports prior to submission
 2. balance local accounts to county G/L monthly
 3. forecast additional expenditures and maintain a balanced budget
- Interfaces with state and federal auditors to complete periodic audits; as required acts as HCPS's liaison with appropriate state agencies;
- Prepares and processes departmental journal entries and budget transfers; coordinates billable services and related program correspondence;
- Supports the work of the Director of School Nutrition Services;
- Attends financial professional development training as needed to ensure all financial procedures remain current and compliant with federal and state program guidelines;
- Performs other related duties as assigned.

QUALIFICATIONS: KSA'S, EDUCATION:

Knowledge, Skills and Abilities:

Advanced knowledge of principles and practices of accounting and mathematical calculations. Ability to develop, prepare and manage budgets and spreadsheets. Ability to prioritize work schedules, exercise independent judgment in performance of duties, recognize potential problems and recommend appropriate

solutions. Knowledge and skill in working with federal funds and federally funded programs, accounts payable, accounts receivable, purchasing, working with auditors, completing annual financial audits, preparing and processing journal entries and budget transfers. Effective written and oral communication and public relations skills; and excellent general office management, Knowledge of principles, methods, and practices of accounting. Computer skills in spreadsheet and word processing programs and financial accounting. Ability to analyze and interpret fiscal and accounting data. Ability to prepare appropriate financial statements and reports. _Excel spreadsheet and database knowledge and skills Strong computer, word processing.

Education and Experience:

Required: Associates degree or training with courses in finance, public administration, accounting or related area. Experience in accounting, bookkeeping, word processing, project management and data management or other related field(s).

Preferred: Bachelor's Degree in finance, public administration, accounting or related area.

An equivalent combination of education and professional level experience may be accepted in lieu of preferred level of education.

TERMS OF EMPLOYMENT:

Location: Central Services

Work Schedule: 12 Months, 261 Days, 8 Hours

Pay Grade: 12

Salary Scale: Uniform

FLSA Status: Non-Exempt

PHYSICAL REQUIREMENTS AND DISCLAIMER:**Physical Conditions:**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a personal computer, calculator, copier, and fax machine. Work is regularly performed in an office setting. Position requires some lifting of equipment and materials unassisted and may require some climbing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, and repetitive motions

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.hcps.us>

Job #02298
SCHOOL NUTRITION ACCOUNT SPECIALIST
NW

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