Accounting Associate / School Nutrition

Nature of Work

This is responsible accounting and related administrative work involving responsibility for payroll processes for all food service personnel. Activities associated with the job include calculating and generating payroll checks for all food services personnel, computing payroll deductions, preparing payroll reports, and maintaining personnel information for School Nutrition Employees. Additional activities include fiscal record keeping for food service funds, collecting, reconciling, and preparing receipts for deposits in various accounts, maintaining and reconciling the School Nutrition checking account, writing checks to the Maury County Trustee, balancing revenues and expenditures with the Trustee’s office, processing county, state and federal reports and processing county revenue, expenditure and budget reports. Job related duties require considerable experience performing accounting and related administrative tasks, considerable knowledge of acceptable accounting processes and procedures, strong organizational, interpersonal, and decision-making skills and dedicated attention to detail. Job performance is evaluated by the Maury County Finance Director through review of the accuracy, thoroughness and timeliness of job related activities, ability to consistently meet established deadlines and reporting requirements, level of support provided for departmental activities and organizational, interpersonal and decision making skills. Job related duties are also subject to annual state audits.

Illustrative Examples of Work

- Receives and channels incoming calls and provides public service information.
- Calculates and generates bi-monthly payroll for all food service personnel including entering new employees into the computer and determining hours worked for each employee.
- Maintains personnel files including employee work records, sick and vacation leave records, summary data, etc.
- Makes payroll deductions including social security, withholding tax, retirement, insurance, etc., as required; verifies information to ensure accurate deductions and maintains records to document required processes.
- Prepares 941 deposits for withholding taxes, social security, employer contributions, and Medicare.
- Trains personnel in the use of the computer systems.
- Prepares and processes county, state and federal reports.
- Receives and records currency and checks in payment of accounts receivable; prepares bank deposits and maintains records of payment.
- Maintains the bookkeeping system for food service funds.
- Maintains individual school cafeteria and consolidated food service fund accounts.
- Prepares journal entries for cash and accounts receivable and prepares accounts receivable analyses and reports.
- Maintains Food Service checking accounts, including deposits, reconciling monthly statements and transferring funds to the Maury County Trustee.
- Assumes responsibility for balancing monthly revenue/expenditure reports with the Trustee’s Report and preparing and compiling school food service cumulative analysis reports.

**Necessary Requirements of Work**

Graduation from an accredited four year high school (Associate’s Degree preferred) with additional course work in bookkeeping, accounting or related field; considerable experience in governmental accounting; strong organizational, interpersonal and decision making skills; ability to maintain a high degree of accuracy and attention to detail; considerable knowledge and expertise in computerized accounting applications; or any combination of education and/or experience to provide the following knowledge, abilities and skills:

- Considerable knowledge of the Maury County Finance Departmental and Board of Education nutrition departmental accounting processes and operations including fund accounting, payroll and related accounting functions.
- Considerable knowledge of payroll accounting processes and transactions including required reporting requirements, fringe benefits, tax withholding functions, etc.
- Considerable knowledge of federal, state, and local government accounting practices and procedures.
- Considerable knowledge of the State of Tennessee’s Chart of Accounts.
- Considerable knowledge of computerized accounting programs including data base management, word processing and spreadsheet applications.
- Considerable knowledge of the structure and financial interface of Maury County Government and Board of Education offices and departments.
- Considerable knowledge of the services, functions and programs offered by Maury County and Maury County Board of Education departments and offices.
- Considerable knowledge of auditing procedures, standards and protocols.
- Ability to consistently make appropriate and timely decisions in accordance with established operational policies and procedures.
- Ability to prioritize daily, weekly and monthly activities to meet all established deadlines and reporting requirements.
- Ability to maintain all work related documents, ledgers and records in an organized and accessible manner.
- Ability to maintain detailed records of all monetary, payroll and related accounting transactions.
- Ability to manage multiple tasks and assignments in an organized and efficient manner.
- Ability to interact in a considerate, tactful and professional manner with co-workers, local officials, department heads and the public and maintain effective working relationships.
- Ability to perform accounting transactions in a consistently thorough, timely and accurate manner.
-Skill in the use of contemporary office equipment including calculators, FAX machines, copiers, computer terminals and multi-line phone systems.
-Skill in the use and application of accounting software programs, proprietary software including data base management, word processing and spreadsheet applications.

**Physical Requirements**

- This is light to medium work requiring moderate static, explosive, dynamic and trunk strength and requiring the exertion of up to 40 pounds of force occasionally and up to 5 pounds of force frequently to move objects
- Work requires moderate flexibility, mobility and speed of limb movement
- Work requires moderate effort and stamina
- Work requires both gross body equilibrium and coordination for balancing, bending, stooping, kneeling and walking
- Work requires arm/ hand steadiness and manual and finger dexterity
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word
- Hearing is required to perceive information in both quiet and noisy environments and determine the direction of sounds
- Visual acuity is required for the operation of office equipment, determining the accuracy and thoroughness of work, color differentiation, and observing general surroundings and activities
- The worker is subject to inside and occasional outside environmental conditions

**Necessary Special Requirement**

- Must be bondable.