STAFF ASSISTANT/BOOKKEEPER

Purpose Statement
Provide a variety of duties in support to assigned administrator(s) and the department; establishing and maintaining department records; tracking department funds and purchases; ensure compliance of department records with mandated requirement; compiling reports; planning and managing projects and monitoring assigned projects and/or program components.

This job reports to Food Services Program Director.

Essential Functions
- Assists in budget projections and USDA commodity bid for the purpose of delivering services within established guidelines.
- Monitors a variety of activities including budget and other materials (budget and program expenditures, etc.) for the purpose of ensuring that financial practices are followed and in compliance with district policies.
- Prepares a variety of correspondence, reports and other materials (e.g. monthly state reimbursement reports, etc.)
- Attends and presents information at Board, department and/or in-service meetings for the purpose of conveying and/or gathering information required to perform functions.
- Processes a variety of documents and materials (e.g. Free and Reduced Lunch Applications, incoming mail, work orders, requisitions, travel reimbursements, etc.) for the purpose of disseminating information in compliance with established administrative guidelines.
- Oversees the placement of all food orders to include scheduling deliveries and substitution decisions.
- Responds to inquiries from a variety of internal and external parties (e.g. district staff, other schools, government agencies, general public, students, etc.) for the purpose of providing information, facilitating communication among parties and/or providing direction.
- Maintains a variety of manual and electronic document files and records (e.g. department databases, budget information, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Compiles data (e.g. bid responses, budget, reports, specialized reports, etc.) for the purpose of preparing reports of processing requests.
- Support the department director (e.g. photocopying, faxing, mailing, etc.) for the purpose of ensuring the efficient operation of the department.

Other Functions
Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing pertinent software applications; planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: business telephone etiquette; common office machines; concepts of grammar and punctuation; and office application software.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize specific, job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited. Specific ability-based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working with detailed information/data; and displaying adaptability/flexibility, dealing with distraught, angry and/or hostile individuals; and working in multiple locations (by assignment.)
Responsibility
Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; and monitoring budget expenditures. Utilization of some resources from other work units is often required to perform the job’s functions. There is a continual opportunity to have some impact on the organization’s services.

Working Environment
The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 70% sitting, 20% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Experience
Job related experience preferred.

Preferred Education/Training
Targeted job related education that meets organization’s prerequisite requirements.

Equivalency
None

Required Testing
None Specified

CERTIFICATES & LICENSES
None

Continuing Educ. / Training
None Specified

Clearances
Criminal Justice Fingerprint/Background Clearance

FLSA Status
Non-Exempt