



# Little Rock School District

## JOB DESCRIPTION

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**Position Title: Finance Coordinator- Child Nutrition**

**Prepared Date: 03/31/2022**

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### **JOB GOAL:**

The Finance Coordinator will work cooperatively with the Child Nutrition Director and staff to ensure accurate administration of all child nutrition program claims for reimbursement. Claims shall be submitted in compliance with district, state and federal guidelines. The Finance Coordinator shall assist in the management of financial transactions for the department and the administration of the business affairs of the Child Nutrition program; inclusive of internal controls and cash flow and management.

### **TERMS OF EMPLOYMENT:**

Twelve (12) month (245 days) contract, Pay 802 Grade 13, plus Benefits Package. NOTE: Precise placement within the salary range will be determined based upon education and experience. **FLSA: Non-Exempt**

### **QUALIFICATIONS:**

1. Minimum of Associates Degree, Bachelor's degree from college or university preferred.
2. Five (5) years of experience in public or private sector in accounting.
3. Two (2) years' experience in federal child nutrition program accounting preferred.
4. Minimum of two (2) years' experience in word processing and data processing skills.
5. Demonstrated competency in Excel software and microcomputer applications.
6. Proficient in use of desk calculator, and data entry software.
7. Minimum of 2 years of supervisory experience or evidence of strong supervisory skills.
8. Evidence of strong skills in meeting and dealing with the public in a manner that will promote a positive image of the school district.
9. Evidence of strong commitment to quality integrated education.
10. Responsible for meeting all data processing deadlines of the Director of Information Services and the Director of Finance & Accounting.

### **ESSENTIAL DUTIES & RESPONSIBILITIES:**

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position.

1. Supervises all accounting operations for the Child Nutrition Program.
2. Prepares monthly financial reports (operating statement, etc.) for the Child Nutrition Director.
3. Prepares the district-centralized claims for reimbursement for all federally funded Child Nutrition Programs.



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4. Assumes responsibility for the Cumulative Review Effort of Program Monitoring as it relates to the aggregate districts' claims for reimbursement.
5. Compiles data for financial reports as requested by the director.
6. Supervises the cash management of the Child Nutrition Program. Inclusive of deposits, account receivables, account payables, advances and repayments, monthly reimbursement, ala carte sales.
7. Utilize/designs software and tools for financial data analysis.
8. Assists Director of Child Nutrition with budget preparation and monitoring procedures.
9. Supervises the preparation, distribution, and receipt of Child Nutrition bids, while working closely with procurement.
10. Responsible for meeting all data processing deadlines of the Director of Information Services and the Director of Finance & Accounting.
11. Responsible for preparation of correspondence and statistical reports generated by Director of Child Nutrition.
12. Coordinates school-by-school budget analysis and profit and loss statements as required.
13. Supervises clerical staff, ensuring that their duties and responsibilities are completed in a timely and professional manner.
14. Supervises and maintains electronic worksheet for determining value of United States Department of Agriculture commodities utilized by the Little Rock School District, Child Nutrition Department, on a monthly basis.
15. Monitors all revenues received from Child Nutrition's Ala carte Program and Special Functions to ensure profitability.
16. Establishes and maintains an effective system of accountability of all meals reported and claimed for all schools.
17. Assumes the responsibility of cash deposits as reconciled by bookkeeper to ensure proper accountability of deposits and journal entries.
18. Responsible for the collection and monitoring of insufficient checks and advance-pay system.
19. Monitor/reconcile the billing system with bank statement and electronic transfer.
20. Performs other duties as assigned.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty successfully. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

### **Mental Functions, Physical Requirements, and Working Conditions:**

While performing the duties of this job, the employee is regularly required to sit, stand, walk, go up and down stairs, operate foot and hand controls, use a telephone and write. Occasionally the employee must lift and/or move up to twenty (20) or more pounds. This position requires accurate perceiving of sound, near and far vision, depth perception, handling and working with educational materials and/or objects, and providing oral information. Must have the ability to work for the duration of the daily contracted time period, and to be physically present and at assigned work, with only infrequent



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unexcused absences, during the contract year. Additional technical skills, knowledge, and abilities may be recommended by immediate supervisor and approved by the Human Resources Director.