

**MENLO PARK CITY SCHOOL DISTRICT**  
**CLASSIFIED JOB DESCRIPTION**  
**BUSINESS OFFICE ASSISTANT/LUNCH PROGRAM SPECIALIST**  
**12 MONTHS**

**GENERAL SCOPE**

Under the direction of the Chief Business and Operations Officer and Director of Fiscal Services, perform clerical accounting duties related to the maintenance and preparation of financial records and reports including the District's hot lunch program, transportation services, and facility use. The Business Office Assistant/Lunch Program Specialist will oversee the school lunch program for the school district and at all school sites.

**ESSENTIAL FUNCTIONS**

- Gather, assemble, tabulate, check, and file financial and statistical data
- Receive cash, warrants, and checks from revenue sources; endorse checks and warrants; post cash journals to credit accounts and make deposits
- Prepare invoices, review accounts receivable files, and make contacts regarding collection
- Maintain vendor lists including vendor data sheets for Internal Revenue Service
- Maintain District's revolving funds: monitor electronic deposits, pay invoices, and reconcile bank accounts
- Maintain all records, program applications, and claim forms for National School Lunch Program; process and enter free and reduced lunch applications, notify parents of eligibility, and perform annual eligibility verification procedures
- Support the administration of the District's contract with the Food Service Provider and Point of Sale (POS) System; help coordinate meal service to ensure food is available every day students are on campus; maintain list of any open issues with provider and communicate outcomes with school lunch coordinators and principals; work with school lunch coordinators to ensure volunteers are trained on POS
- Prepare reports for National School Lunch Program and other governmental agencies including reimbursement claims for free and reduced meals, State milk program, and CNIPS reporting; review Food Service Provider invoices and daily incoming electronic transfers of funds; review and project revenue generated for program
- Support and coordinate the efforts of the school lunch volunteers, observe operations on site, work with lead volunteers to interpret and train for compliance with National School Lunch Program and document procedures; maintain district-wide calendar of school lunch volunteer schedule and work with Parent Teacher Organizations and Administration to recruit new volunteers; coordinate and process purchase requisitions for lunch program supplies
- Participate in Wellness Committee and promote school lunch program through posters, newsletters, and school-sponsored activities

- Assist with administration of electronic substitute calling system
- Enter monthly employee attendance in electronic leave tracking system
- Answer questions from staff and parents regarding the lunch program, facilities rentals, and transportation services including use of computer applications; work with lunch service provider and other vendors or staff to track and resolve problems
- Assist with and understand functions of accounts payable and payroll
- Maintain Federal timekeeping for actual time spent on school lunch program; prepare and collect semiannual Personnel Activity Reports for Federal timekeeping compliance for District
- Perform various reconciliations, such as health & welfare vendor payments
- Maintain inventory of fixed assets
- Answer phones, work with public and staff, and provide front desk coverage as needed
- Operate a variety of office equipment including a calculator, copier, fax machine, computer and assigned software
- Maintain current knowledge of laws, codes, rules, and regulations
- Independently prepare routine correspondence pertaining to work performed; respond to questions from the general public
- Assist in preparation of reports on State attendance and various financial or budgetary reports
- Perform other duties and responsibilities as required for the operations of the business office

## **QUALIFICATIONS**

### *Training and Experience:*

- Equivalent to high school graduation with additional accounting or business courses
- Two years of increasingly responsible clerical accounting experience; some experience in a school district is desirable

### *Knowledge of:*

- Clerical accounting methods, practices, and procedures
- General principles of school district financial record keeping desirable
- General principles of financial report preparation
- Modern office methods and practices including computers and software used for word processing, spreadsheets and databases
- Filing and record keeping systems; correct English usage, spelling, grammar and punctuation

### *Ability to:*

- Read, interpret, and apply pertinent laws, rules, codes, regulations and standards
- Read and write at a level sufficient for successful performance of assigned duties
- Communicate effectively both orally and in writing.

- Maintain accurate accounts and other fiscal records
- Identify, comprehend, and resolve accounting problems
- Analyze and resolve problems and draw accurate conclusions.
- Use of a computer terminal in the maintenance of computerized accounting records including preparation of spreadsheets and related materials; perform arithmetical calculations with speed and accuracy
- Organize and prioritize workload to meet deadlines
- Work independently with little direction.
- Operate standard business machines including computer, typewriter, adding machine, calculator and copier; type/keyboard accurately material containing numerical or tabular data, at a rate of 40 w.p.m.
- Communicate effectively and tactfully in both oral and written form
- Use interpersonal skills including tact, patience and courtesy
- Establish and maintain cooperative and effective working relationships with others
- Work confidentially with discretion
- Travel within San Mateo county for various trainings and site visits

*Physical Requirements:*

- Vision sufficient to read hand-written, typed and computer generated materials
- Hearing and speech sufficient to enable communication by telephone and in person
- Stamina sufficient to sit for extended periods of time
- Mobility to move from desk to cabinets and files within a department and to bend and reach in order to file and retrieve materials
- Manual dexterity and coordination sufficient to operate a computer keyboard, typewriter, copier, adding machine and related office equipment
- Assignment requires lifting 25 lbs. maximum or carrying any object weighing 15 to 25 lbs.

**CLASSIFIED SALARY SCHEDULE: RANGE 18**