



Northside Independent School District

DEPARTMENT OF HUMAN RESOURCES

JOB POSTING NUMBER: P0708105

JOB ANNOUNCEMENT

ASSISTANT DIRECTOR FOR CHILD NUTRITION - FINANCE

Child Nutrition Department

CLOSING DATE: July 16, 2008

JOB DESCRIPTION

Under the supervision of the Director of Child Nutrition, is responsible for overall financial and business affairs compliance regarding child nutrition finances.

EDUCATION AND CERTIFICATION REQUIREMENTS

- Bachelor's Degree in Business Administration with a concentration in Accounting or related field
- Local government experience in Accounting and/or Financial Business Systems preferably in Child Nutrition
- Demonstrated ability to communicate effectively both verbally and in writing
- Demonstrated ability to manage multiple projects simultaneously
- Demonstrated ability to analyze financial data and formulate recommendations
- Demonstrated ability to supervise support staff
- Demonstrated ability to understand relational databases
- Demonstrated ability to manipulate large amounts of data using data mining tools
- Demonstrated ability to understand point of sale and other cashiering systems and methods.
- External candidate must have satisfactory outcome of fingerprinting check. Non-refundable fee (approximately \$50.00) paid by employee

DUTIES AND RESPONSIBILITIES

1. Directs and manages all related financial child nutrition activities within: General Accounting, Warehousing, and Student Programs such as free & reduced lunch and snack programs.
2. Ensures that accounting transactions, account reconciliations, cash control issues, departmental receivable and revenue recognition, cut-off issues, and overall financial and business affairs compliance issues are performed timely and accurately.
3. Responsible for the design, execution, and effectiveness of a system of internal controls providing reasonable assurance the assets are safeguarded, financial information is reliable, and compliant with applicable laws, regulations, policies and procedures.
4. Designs and delivers staff development and training to food service personnel assigned to campuses.
5. Manages Human Resources activities for direct reports in regards to: recruiting and selection, hiring and termination, training, professional development, mentoring, counseling, and performance evaluations.
6. Works and coordinates with the District's Internal Audit Department personnel as necessary. Works with external auditors as necessary.
7. Ensures projects are completed on a timely basis.
8. Perform other duties as assigned.

TERMS OF EMPLOYMENT

SALARY: \$52,674 - \$66,369

PAY GRADE: B50

WORK DAYS: 226

FOR HR USE ONLY
PCN: P6B0A120 00005
S60ZS 00001

For consideration, interested persons and NISD Classified/Auxiliary personnel must complete a Professional Online Application at www.nisd.net/hr, and submit a Letter of Intent form and resume. NISD Professional personnel need only submit the Letter of Intent form and resume. Submit your Letter of Intent form and resume, no later than the closing date, to:

Northside ISD - Human Resources Department
5617 Grissom Road
San Antonio, Texas 78238
(210) 397-8600

Northside ISD is an Equal Opportunity Employer