



Northside Independent School District

DEPARTMENT OF HUMAN RESOURCES

JOB POSTING NUMBER: P0708104

JOB ANNOUNCEMENT

STAFF ACCOUNTANT – CHILD NUTRITION

Child Nutrition Department

CLOSING DATE: July 16, 2008

JOB DESCRIPTION

The Staff Accountant, under the supervision of Assistant Director for Child Nutrition Finance, is responsible for the cash management and financial reporting of the District's numerous Child Nutrition funds and programs encompassing all monies allocated through federal, local and state resources. Fiscal management of these funds includes, but is not limited to budget planning, preparation, analysis and monitoring; staffing analysis and reconciliation; and federal application and amendment submissions to ensure the sound management of the department.

EDUCATIONAL QUALIFICATIONS AND PREREQUISITES

- Bachelor's Degree in Business Administration with a major in Accounting
- Three years experience in a school district, governmental or non-profit environment preferred
- Previous child nutrition accounting experience preferred
- External candidate must have satisfactory outcome of fingerprinting check. Non-refundable fee (approximately \$50.00) paid by employee

SPECIAL KNOWLEDGE / SKILLS / ABILITIES

- Knowledge of TEA Financial Accounting Systems Resource Guide (Texas public school district accounting guidelines) and Generally Accepted Accounting Principals (GAAP)
- Knowledge of accounting principles for governmental fund accounting
- Skilled in Windows-based database and spreadsheet software management applications
- Ability to organize and manage multiple tasks simultaneously and independently
- Ability to communicate effectively verbally and in writing

DUTIES AND RESPONSIBILITIES

1. Develop and maintain a variety of Child Nutrition budgets in coordination with the Assistant Director and the Business Office.
2. Review general ledger transactions to ensure compliance with applicable District, state and federal program guidelines, Generally Accepted Accounting Principles, the TEA Financial Accountability System Resource Guide.
3. Performs on a regular basis: prepares monthly operating statements for all campus cafeterias; reconciles monthly bank statements and other financial activity, analyzes transactions, changes and trends, prepares reports, assists in quarterly physical inventory count and reconciliation, assists in audits of campus cafeterias, processes account payable invoices and purchase orders.
4. Assists with the Annual Child Nutrition Budget and the Annual Financial Report at the end of the fiscal year.
5. Supervise or assist in the supervision and training of assigned clerical support staff.
6. Perform other duties as assigned.

TERMS OF EMPLOYMENT

SALARY: \$33,337 - \$42,004

PAY GRADE: B10

WORK DAYS: 226

FOR HR USE ONLY
PCN: P6B0A315 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

