

Red River Parish School Board

Job Description

TITLE: **School Food Service Bookkeeper/General Fund Bookkeeper**

Qualifications: High School Graduate
Must be task oriented with typing accuracy
Must be able to use calculator, computers, and other business machines
Background in bookkeeping and accounting required
Accounts payable experience required
Sound background in English usage, spelling and punctuation
Ability to work harmoniously with other staff members

Superordinate: Director of Health and Nutrition
Business Manager

Performance Responsibilities

1. Performs duties related to Accounts Payable and Fund Accounting for School Food Service, General Fund and Payroll.
2. Performs duties related to monthly and annual reporting for School Food Service including all journal entries as required.
3. Performs duties related to Food Inventory and Property Inventory for School Food Service as required by State and Federal Programs.
4. Performs duties related to all bidding for School Food Service.
5. Performs duties related to applications processing and reporting for School Food Service including Community Eligibility Provisions (CEP).
6. Works with CPA to report all required information, data and audits trails for School Food Service.
7. Performs any other duties as assigned by superordinate.

Professional Ethics

1. Maintain good attendance
2. Reports to work on time.
3. Adheres to Red River Parish School Board's dress code (GAMB)
4. Promotes harmony between: principals, teachers, students, and staff.
5. Accepts and supports administrative decisions.
6. Displays professional ethics on and off duty.
7. Maintains a positive attitude of promoting school and community relations.
8. Fosters good community relations.
9. Participates in harmonious working relationship with peers, parents and community relations
10. Maintains confidentiality in matters relating to students and staff.
11. Adheres to the Red River Parish School Board's Sexual Harassment Policy (GAEEA) and Employee Conduct (GBRA).
12. Adheres to Red River Parish School Board's dress code (GAMB)

The signature below indicates that the primary or secondary evaluator has reviewed this job description with the person whose signature appears in the employment signature space.

Employee Name (Print)

Employee Signature

Date

Immediate Supervisor

Date

Terms of Employment:

12 Months