

JOB DESCRIPTION

TITLE BUDGET AND PLANNING MANAGER
DEPARTMENT OF NUTRITION SERVICES

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/ Experience	Bachelors degree from a four-year college or university with course work in the area of business and accounting or three to five years related experience and/or training; or equivalent combination of education and experience which provides the required knowledge, skills and abilities for this position. Computer skills required (e.g. ability to use email).
Language Skills	Ability to read and interpret document such as federal and government regulations, technical procedures, State Board Rule, School Board Rules, and financial reports. Ability to write routine financial reports and correspondence. Ability to speak effectively before groups of administrators or employees of the organization.
Mathematical Skills	Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of algebra. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.
Certificate/License	N/A
Reasoning Ability	Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardizations exist. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
Physical Demands	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is required to sit, talk and hear; stand and walk; use hands to finger, handle, or feel; reach with hands and arms. The employee occasionally lifts and/or moves up to 25 pounds. Specific vision ability required by this job includes close vision, distance vision, and the ability to adjust focus. The employee

shall remain free of any alcohol or non-prescribed controlled substance while on duty. In addition, the employee shall be free of any substance, prescribed or otherwise, that impairs the employee's work performance or the safety of others while on duty.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

REPORTS TO Supervisor of Program Accountability

GENERAL RESPONSIBILITIES

1. Prepares and maintains the budget for the Nutrition Services Department.
2. Prepares and maintains monthly reimbursement claim.
3. Supervises the financial accounting functions of the Department of Nutrition Services.

SPECIFIC RESPONSIBILITIES

1. Supervises and evaluates the Department of Nutrition Services bookkeepers and accounting clerks.
2. Prepares the budget for the Department of Nutrition Services and all school sites under the direction of the Supervisor of Program Accountability.
3. Reviews budgets, prepares budget amendments and financial reports for the Supervisor of Program Accountability.
4. Assists with the development of the banking bid and with the selection of the bid award.
5. Assists with the development of the armored car bid and coordinates the collection the daily revenue from sites.
6. Reviews and balances all monthly bank statements and balances to the general ledger.
7. Balances all student prepaid funds to the general ledger and processes refunds when requested.
8. Coordinates the collection of all data for the monthly meal claims.
9. Invoices all agencies for special meal events.
10. Supervises the preparation of all purchase orders and processes invoices for payment.
11. Coordinates training and staff development for office staff.

12. Chairs weekly meetings with office staff.
13. Maintains the procedures manual for office staff.
14. Assists the Department of Nutrition Services Supervisors with calculating and monitoring costs.
15. Monitors and resolves product, delivery and service problems.
16. Supervises the preparation of all financial reports including DOE report, reimbursement claims, Provision 2 worksheets, profit and loss reports and all end of the year reports.
17. Assists in the training of new Managers and Assistant Managers.
18. Assists auditors on all internal and external audits.
19. Performs all other duties as assigned.