

**BUSINESS OFFICE PERSONNEL
FOOD SERVICE/CONCESSIONS/ACTIVITIES/ACTIVITY ACCOUNTS
POSITION**

QUALIFICATIONS:

1. Exhibits expertise regarding computers/office equipment.
2. Exhibits a pleasing personality.
3. Detail oriented and able to work with deadlines.
4. Must be able to lift at least fifty pounds.

SUPERVISORY RESPONSIBILITIES:

1. Position is supervised by the business manager.

RESPONSIBILITIES:

1. Maintain confidentiality of information regarding the school.
2. Handle telephone and written correspondence.
3. Operate and maintain office machines and computers.
4. Is familiar with rules, regulations, and policies of the school.
5. Establish good rapport with administrators, staff, and the public.
6. Maintains a filing system and keeps office files current.
7. Operation of a Windows based accounting system.
8. Process payroll for School Nutrition and Concessions employees.
9. Receipt revenue and process invoices for School Nutrition and Concessions funds.
10. Prepare financial statements for School Nutrition and Concessions funds.
11. Prepare and reconcile cash and ticket manifests for student activities.
12. Process activity account vouchers, receipts, and expenditures.
13. Manage the fixed asset inventory database.
14. Prepare the district annual report as required by the Department of Education.
15. Perform bank reconciliations.
16. Other duties as assigned.