

CLARK COUNTY SCHOOL DISTRICT
Human Resources Division

COORDINATOR IV – FOOD SERVICE FINANCIAL MANAGEMENT

Reference Code: A525

Division: Operations Support Unit

Classification: Professional-Technical

Terms of Employment: Range 41 of the Unified Administrative Salary Schedule, 12 Months

FLSA STATUS: EXEMPT

POSITION SUMMARY: This position is responsible for developing, planning, implementing, and overseeing financial procedures and policies for all Food Service operations in the Clark County School District. This position is directly responsible to the Director, Food Service Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Administer all accounting and personnel functions to ensure Food Service Department assets are properly accounted for and personnel are properly compensated to ensure department stability and growth.
2. Develop, recommend, interpret, and evaluate the department's procedures and standards.
3. Maintain current knowledge of laws, codes, regulations, policies and procedures, and pending legislation related to assigned activities; recommend adjustments in department policies and procedures to assure compliance, as appropriate.
4. Develop and analyze management and statistical information; prepare necessary reports and recommendations.
5. Develop and administer the department's budget; finalize and submit to the Budget Department.
6. Collect, combine, and forward all financial information to the Accounting Department; assure accurate reporting of Food Service data from the Accounting Department.
7. Prepare necessary financial reports for inclusion in the District's Comprehensive Annual Financial Report (CAFR).
8. Monitor cash accounts; recommend changes, as necessary.
9. Analyze profit and loss statements and summarize results. Make recommendations for operational adjustments.
10. Evaluate bids and prepare requisitions for purchases of food and supplies.
11. Manage the federally designated review and approval process on applications for free and reduced price meals; notify applicants of their eligibility status.
12. Analyze, review, modify, and create free and reduced price procedures and application processes to ensure compliance with requirements of the National School Lunch Program, School Breakfast Program, Child and Adult Care Program, Seamless Waiver Program, Breakfast in the Classroom, Provision II, and USDA Commodity programs.
13. Analyze department financial performance and submit report to maintain reimbursement level qualification for severe need rates, which are considerably higher than standard rates.
14. Assist with analysis of computer systems and software; help evaluate for possible purchase.
15. Assist in developing and maintaining an effective public relations program.
16. Assist with coordinating warehouse operations and delivery of meals, food, and supplies to schools.
17. Work with other departments and outside agencies to affect improvements in accounting methods and reporting procedures.
18. Prepare reports and publications and make presentations to Food Service staff, District departments, and outside agencies, as required.
19. Supervision and evaluation of the performance of assigned staff.
20. Perform other duties related to the position, as assigned.

POSITION REQUIREMENTS:

Education and Training:

An earned bachelor's degree from an accredited college or university in finance, accounting or related field or currently serving as a professional-technical employee with the Clark County School District.

Licenses and Certifications:

A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.

Experience:

1. Satisfactory service in corresponding or related positions, or five (5) years of successful supervisory experience related to the administrative position.
2. A minimum of three (3) years of accounting experience in a supervisory position.

Preferred Qualifications:

1. Recent experience in related school district food service programs.
2. Knowledge of National School Lunch Program, School Breakfast, and Summer Food Service Program regulations.
3. Knowledge of District accounting policies and procedures.

When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

Equal Employment Opportunity – Affirmative Action

The Clark County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment. Those include discriminatory recruiting and hiring practices against any United States citizen or legal alien on the basis of race, color, creed, religion, sex, age, marital status, national or ethnic origin, or disability and shall extend to working conditions, training, promotion, and terms and conditions of employment.