

**PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA**

PCSB: 7363  
Pay Grade: GE05

FLSA: Exempt  
PTS

**SUPERVISOR GENERAL MANAGER, SCHOOL LUNCH/GENERAL ACCOUNTING**

**REPORTS TO:**

Director, Accounting

**SUPERVISES:**

Support Staff

**QUALIFICATIONS:**

Graduation from an accredited four (4) years college with a degree in Accounting, or Business Administration, (with major coursework in accounting), or a related field; plus five (5) years progressively responsible accounting work, to include three (3) years of experience as a supervisor or projects coordinator, or an equivalent combination of education, training, and experience.

**MAJOR FUNCTION**

Performs supervisory work in the areas of accounts payable, accounts receivable, café finance, cashier, and general accounting. Other responsibilities include financial reporting, analysis of financial statements for all fund types, administrator for E-payables, and coordination of department-related software applications.

**ESSENTIAL RESPONSIBILITIES**

- Plans, organizes, and controls all aspects of accounts payable
- ~~s~~Supervises, evaluates, trains, and delegates work to accounts payable staff
- ~~General supervision of accounts receivable clerk, cashier, mail clerk and data entry clerk~~
- Analyzes and reconciles food service inventories
- Prepares and files food service reimbursement reports with the U.S. Department of Agriculture (DOA)
- Monthly updating of enrollment and attendance information on applications with USDOA
- Prepares monthly journal entries for the general fund and food service special revenue fund
- Works closely and coordinates school lunch functions with ~~Director~~ administrators of food service
- Monthly preparation of the purchasing card spend reports and distribution to all cost centers
- Weekly monitoring and release of E-payments within the Works System through Bank of America
- Responsible for year-end closing of food service; assists with year-end closing of accounts payable
- Designs and coordinates financial reporting through computer software applications; plans and coordinates work flow of data input; may perform simple programming (such as query programs) as required for report generation and related financial activities
- Responsible for the preparation and reporting of information to third parties (for example, 1099s)
- Interacts with ~~Management~~ the department of Technology and Information Systems and Delivery & Technical Support Systems on a regular basis to develop or modify software programs for accounts payable and food service
- Reviews changes in local, state, and federal laws and regulations, including Florida Statutes and School Board policy as they relate to accounts payable
- Responsible for development, preparation, and monitoring of the district's food service financial reports
- Prepares, coordinates, and submits Breakfast Supplement Report to Florida Department of Agriculture (FDOA)
- Submits district's Annual Food Service Cost Report

## **SUPERVISOR GENERAL MANAGER, SCHOOL LUNCH/GENERAL ACCOUNTING**

<b>ESSENTIAL RESPONSIBILITIES (Continued)</b>
<ul style="list-style-type: none"><li>• Prepares <u>general fund</u>, food service and <u>capital outlay</u> portions of the <u>Annual Financial Report</u> (AFR)</li><li>• <u>Instructs new bookkeeper and secretary classes at pTEC, Clearwater as needed</u></li><li>• <u>Establishes, maintains balances, and closes out district petty cash funds for elementary, middle, and high schools</u></li><li>• <u>Sets up and maintains receivables for JROTC programs at high schools</u></li><li>• <del>Prepares district's Sales Tax Report</del></li><li>• Performs other related duties as required</li></ul>
<b>TERMS OF EMPLOYMENT</b>
<p><i>Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the District.</i></p> <p><i>Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.</i></p> <p><i>The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.</i></p>
<b>HISTORY OF JOB CLASSIFICATION</b>
ISSUED: 10/88 MW; BOARD APPROVED: 11/9/88; REVISED (MF AND D & R) 5/97 PBL, REVISED (MQ's) 5/98 PBL, BOARD APPROVED: 6/16/98; REVISED FORMAT, TITLE, SALARY SCHEDULE, MF, ER, ADA, 4/01/13 LM; BOARD APPROVED:

**SUPERVISOR GENERAL MANAGER, SCHOOL LUNCH/GENERAL ACCOUNTING**

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds		X			
2. Lift objects weighing 21 to 50 pounds		X			
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds		X			
6. Carry objects weighing 21 to 50 pounds		X			
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending		X			
13. Ability to reach and grasp objects				X	
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects		X			
19. Proofreading and checking documents for accuracy					X
20. Using a keyboard to enter and transform words or data					X
21. Using a video display terminal					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

Supervisor General Manager, School Lunch/General Accounting – PTS