

**Hernando County School Board
Florida**

FLSA: Non-Exempt; Non-Union

FOOD AND NUTRITION SERVICES (FNS) SENIOR ASSOCIATE

Required Qualifications:

- High school diploma or General Education Diploma (GED)
- Minimum of two (2) years of clerical experience
- Working knowledge of spreadsheets and other financial software programs
- Exhibit effective financial and mathematical computation skills
- Ability to initiate and anticipate data, reporting and project needs
- Ability to communicate effectively with all stakeholders in written and oral form, including electronic media
- Ability to organize, prioritize, manage and carry out duties efficiently and within established timeframes.

Desired Qualifications:

- Bookkeeping experience
- Knowledge of purchasing methods and procedures for school districts
- Knowledge of school food service programs and practices

Performance Responsibilities:

- Contact vendors regarding prices, quotes, missing items, etc.
- Work closely with the Finance Department to ensure accuracy of accounts
- Prepare requisitions and purchase orders
- Process incoming orders and the approval for payment in coordination with the appropriate personnel
- Utilize mainframe system to process purchase orders
- Maintain effective filing system for purchase orders, invoices, deliveries, correspondence, etc.
- Maintain inventory records regarding delivery, invoices, etc.
- Check purchase orders and invoices for payment and submit them to the Finance Department for approval of payment
- Confer with FNS managers and personnel on invoices, statements, purchase orders and vendor services needed
- Screen, assist with and direct phone calls to appropriate personnel
- Process refunds for households, answer questions regarding meal applications and student accounts
- Open, sort, date and distribute pony mail
- Act as the Benefits Coordinator for the department

- Process payroll for the department
- Accurate entry of payroll into the mainframe system
- Maintain employee leave balances
- Assist in any requests for information regarding payroll, Human Resources questions, benefits, etc.
- Act as Purchasing Card Coordinator for the department
- Assign appropriate account numbers to supply and credit card purchases in the online tracking program
- Maintain monthly reports for credit card purchases
- May be assigned confidential duties and responsibilities relating to labor relations, collective bargaining, litigation or administrative proceedings involving employment-related matters
- Perform other duties as assigned by the Director of Food and Nutrition Services and/or designee

Physical Demands:

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the Director of Food and Nutrition Services and/or designee

Evaluation:

Annual evaluation done by the Director of Food and Nutrition Services and/or designee

Terms of Employment:

12-month employment

Salary:

Salary based upon approved salary schedule - Confidential Level F

Job Code:

76099

Board Approved: 08/08/17

Food and Nutrition Services (FNS) Senior Associate