



# DEER VALLEY

Unified School District

## JOB DESCRIPTION

Job Title: **Accounting Clerk II (Food & Nutrition-Human Resources)**

Position Type: <b>Classified</b>	Department: <b>Food and Nutrition</b>
Salary Schedule: <b>Classified</b>	Reports to: <b>Director</b>
Salary Range: <b>20</b>	
Term of Employment: <b>12 months</b>	Date: <b>May 17, 2023</b>
Shift: <b>Day</b>	Approved by: <b>Human Resources</b>

### **POSITION SUMMARY:**

Assist Director with daily office procedures involving District personnel and payroll issues. Assist with Department accounts payable and procurement processes.

*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.*

### **ESSENTIAL FUNCTIONS:**

- Maintains communication with applicants for job openings explaining posted positions, assisting with job application process, and scheduling interviews.
- Works closely with District Human Resources and Payroll Departments, assisting with all personnel-related communication for the Food and Nutrition Department.
- Submits all Department information required for hiring new employees and in-district employee reassignments and transfers.
- Conducts pre-employment background references for all Food and Nutrition employees.
- Kronos/AESOP Editor for cafeteria managers and office staff, provides on-going information to Coordinator and Director regarding attendance matters.
- Provides assistance and guidance to cafeteria managers in matters relating to employee relations and human resources issues.

- Maintains Department's professional development tracking for all Food & Nutrition employees.
- Assists Director and Coordinators in new employee orientation and training.
- Provides assistance to Director as requested in matters relating to employees.
- Requests substitutes for open positions when needed.
- Maintains required forms and records as assigned by the Food & Nutrition Director.
- Assists Coordinator with DoD Produce program, by placing produce orders, handling communication with sites and vendor regarding orders and deliveries, and monitoring program fund balance.
- Enters manual report entries into eTrition program when needed.
- Prepares vendor invoices for processing by matching to statements.
- Assists with checking invoice pricing with current bid information to verify costs.
- Demonstrates teamwork through attitude and activities.
- Follows standards of safety food handling. Applies Hazard Analysis Critical Control Points (HACCP) principles.

**MARGINAL DUTIES:**

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Other job related duties as assigned.
- Provides cafeteria and office substitute coverage as assigned on an as needed basis.

**SUPERVISORY RESPONSIBILITIES:**

- None.

**SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:**

- Ability and desire to provide outstanding customer service.
- Ability to work effectively under time constraints.
- Must be able to comply with District's attendance standards as described in established guidelines.
- Must maintain a well-groomed appearance and follow the DVUSD Dress Code.
- Must be a team player and get along well with others.
- Must be organized with the ability to multitask.
- Must be detailed-oriented and self-motivated.
- Handwriting must be legible.
- Must have excellent communication skills.
- Must have excellent memory and ability to function well under stress.
- Must be able to work independently with minimal supervision and/or assistance.
- Must demonstrate an extremely high regard for confidential and sensitive information.
- Must demonstrate flexibility, common sense, and good judgment.

- Must have ability to keep abreast of information pertinent to the job.
- Ability to read and interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's.
- Ability to perform these operations using units of American money and weight measurement, volume, and distance.
- Ability to solve practical problems and deal with a variety of concrete variables in standardized situations.
- Ability to effectively speak simple sentences and understand simple instructions.

**CERTIFICATES, LICENSES AND REGISTRATIONS REQUIRED:**

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.
- Must possess a Food Handler's Certificate obtained from Maricopa County Environmental Services.

**EDUCATION AND/OR EXPERIENCE:**

- High school diploma or general education degree (GED).
- One to three months related experience and/or training.
- Equivalent combination of education and experience.

**PHYSICAL DEMANDS:**

- Regularly required to stand, use hands to finger, handle, or feel objects, tools, or controls, reach with hands and arms, and talk or hear.
- Frequently required to use hands to finger, handle, or feel objects, tools, or controls;
- Occasionally required to walk, climb or balance; steep, kneel, crouch or crawl.
- Must regularly lift and/or move up to 30 lbs.
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**ENVIRONMENTAL CONDITIONS:**

- The noise level in the work environment is usually moderate.
- The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions.
- The employee is occasionally exposed to extreme heat.

**COMMENTS:**

*This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.*

*This is a temporary management guide tool, subject to change.*