

Job Description

Job Title: Child Nutrition Business Manager

Position Code: RE61

Job Classification: Exempt

Supervisor: Executive Director, Nutrition & Wellness

Pay Grade: 41

Contract Length: 245 Days

Job Summary

Assists the Executive Director of Nutrition & Wellness in planning and directing department activities as they relate to financial management; supervise accounts payable/receivable, payroll, and meal application program; prepares monthly and semi-annual financial statements, reports and reconciliations; manages the Child Nutrition Services Department budget.

Essential Duties

1. Assists the Executive Director of Nutrition & Wellness in planning and directing department activities as it relates to financial management.
2. Supervises accounts payable/receivable.
3. Prepares monthly and annual financial statements for the department of Child Nutrition Services as well as for individual schools and sites.
4. Prepares monthly, semi-annual, and annual financial reports for the Virginia Department of Education.
5. Analyzes and reconciles financial records and makes adjustments as needed. Reconciles School Nutrition accounts with the Department of Accounting.
6. Supervises the reconciliation of all cafeteria bank deposits/statements, including on-line payments.
7. Makes recommendations to the Executive Director of changes needed, new reports, new methods of handling finances, and prices to be charged for school meals, ala carte, contracted services, and special functions.
8. Prepares and enters journal entries to allocate expenditures, correct entries, etc.
9. Assists in the development of short and long range plans to ensure continued growth and ability and remain on the competitive edge to meet the current needs of child nutrition services.
10. Coordinates and assists in year-end audit of Child Nutrition Services financial statements.
11. Prepares and plans budget and advises the Executive Director on controlling budget expenditures and prepares analysis of budget.
12. Schedules and supervises Child Nutrition Services accounting staff's work to ensure accuracy and high productivity.
13. Process claims for Federal Reimbursement and assist with electronic claim submission to the Virginia Department of Education.
14. Coordinates and supervises all budget and financial related matters for Child Nutrition Services.
15. Researches and stays current on regulations and accounting trends. Reads professional journals, attends seminars, conventions, and industry shows.
16. Inspect vouchers payable before submission for payment.
17. Monitors accuracy of invoices, maintain financial and statistical records and compile reports.
18. Supervises preparation of all purchase orders, requisitions and correspondence.
19. Perform related tasks as required.
20. Provides assistance to auditors as required.
21. Models nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Other Duties

1. Performs any other related duties as assigned by the Executive Director, Nutrition and Wellness or other appropriate administrators.

Job Specifications

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

accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Bachelor's degree in Business Administration, Business Management, Finance or closely related field. Two years of experience in accounting, budget analysis, or financial management. Experience in the process of developing financial statements and budgets. Ability to apply computer-based spreadsheet applications, as well as comprehending and utilizing various financial database computer systems. Supervisory experience required. Thorough knowledge of public accounting principles, practices, and procedures, and equipment as applied to the maintenance of an accounting system; thorough knowledge of the federal, state, and local laws and ordinances governing the receipt, custody, and expenditure of school funds; ability to analyze and interpret complex financial data; ability to communicate ideas effectively, orally, and in writing, ability to establish and maintain effective working relationships with associates. Proficient in the use of Microsoft Office products.

Working Conditions & Physical Requirements

Duties are performed in an office environment with no unusual physical demands. The physical requirements described herein are representative of those which must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an office environment. The noise level in the work environment is usually moderate.

Supervision Exercised: Account Technician II

Supervision Received: Executive Director of Nutrition & Wellness

This job description in no way states or implies that these are the only duties to be performed by this employee. The CNS Business Manager will be required to follow any other instructions and to perform any other related duties as assigned by the Executive Director of Nutrition & Wellness or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals: _____
Supervisor Date

I acknowledge that I have received and read this job description.

Employee Name (Print) Signature Date

Revised 07/19 CR