

RIALTO UNIFIED SCHOOL DISTRICT

**ACCOUNTANT, NUTRITION SERVICES**

**DEFINITION**

Under direction of Director, Nutrition Services, performs technical accounting and fiscally related functions and activities; assists in the performance of internal audits of specials funds and accounts; assists in the preparation of the annual budget and in adjusting budgetary accounts to match actual revenue;

Ability to:

Interpret and effectively communicate accounting, budget control, food service, and payroll related policies, regulations and guidelines;  
Prepare clear and accurate financial statements and reports;  
Perform complex and technical financial record keeping functions;  
Understand and carry out oral and written directions;  
Establish and maintain a cooperative working relationship.

**PHYSICAL DEMANDS**

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

Persons performing service in this position classification will exert 10 to 20 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.

This type of work involves sitting most of the time, but will involve walking or standing for brief periods. Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

**EXPERIENCE AND EDUCATION**

**Education:** A Bachelor's or higher degree from an accredited college/university with a major in Accounting, Business Administration or a related field, is required.

**Experience:**

Two years of full time paid experience in accounting, budget control, food service accounting, or payroll supervision, preferably in an educational agency. Experience in e-Trition and Financial 2000 preferred.

**License Requirement**

Possession of a valid California Motor Vehicle Driver's License.

**Condition of Employment**

Insurability by the District's liability insurance carrier.