



ORANGE COUNTY SCHOOLS

POSITION DESCRIPTION

POSITION TITLE	Lead Office Support
SCHOOL/DEPARTMENT	Child Nutrition Services/Operations
SALARY	Salary Grade 63 plus supplement
FLSA STATUS	Non-exempt
REPORTS TO	Director of Child Nutrition Services
SUPERVISES	None
WORK WEEK SCHEDULE	Monday – Friday
WORK HOURS	40
NUMBER OF MONTHS PER YEAR	12

POSITION PURPOSE:

Under general supervision, the Lead Office Support performs a variety of clerical, secretarial and general office assistance duties that involve the support of an office operation, program, or work group. Work may include providing direct support to an administrator or administrators. Work involves typing and processing correspondence, reports, forms and other materials related to the department. The Lead Office Support is responsible for screening and routing materials according to content as well as handling a variety of inquiries in person, electronically or by phone.

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS, AND ABILITIES

- Thorough knowledge of nutrition policies and procedures and fiscal and audit responsibilities
- General knowledge of the operations of the department
- General knowledge and ability to use correct grammar, spelling and punctuation
- General knowledge of modern office practices

- General knowledge of elementary level mathematics and use of a calculator
- General knowledge of common word processing, spreadsheet and file maintenance programs
- General knowledge of the principals of organization and administration
- Ability to interpret, analyze and report financial and Child Nutrition related information
- Ability to transcribe information and to prepare standardized forms, letter and reports from that information
- Ability to operate common office machines
- Ability to process documents such as purchase orders, invoices, etc.
- Ability to sort and distribute documents
- Ability to maintain complete and accurate records and to develop standard reports from those records
- Ability to respond to questions based on considerable knowledge of the department
- Ability to understand and follow oral and written instructions
- Ability to type accurately at a moderate speed
- Ability to establish and maintain effective working relationships as necessitated by work assignments
- Ability to drive to various locations within the school system and in the area

EDUCATION, TRAINING, AND EXPERIENCE

- Associate's Degree or higher from an accredited institution in secretarial science, bookkeeping, business, finance, accounting, or a related area
- Experience with providing office support
- Experience with School Nutrition software
- Experience with computer software
- Any equivalent combination of training and experience which provides the required knowledge, skills and abilities

CERTIFICATION AND LICENSE REQUIREMENTS

- Must possess Food Safety Program Certification
- Must possess a valid driver's license issued by the NC Department of Motor Vehicles

PREFERRED QUALIFICATIONS:

- Bachelor's Degree or higher from an accredited institution in secretarial science, bookkeeping, business, finance, accounting or related area
- Five (5) to seven (7) years serving in an office support position, especially within the particular department

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Finance:
 - a. Manage data base for CNS financial reporting and balancing reports for accuracy.

- b. Review budget adjustments, additions and deletions for various account codes
 - c. Summarize bank deposits from schools to check for accuracy in the monthly financial report
 - d. Responsible for bank deposits of checks/cash received in the CNS office
 - e. Prepare CNS bank reconciliation on a monthly basis
 - f. Prepare monthly financial reports for CNS from school and central data reports
 - g. Close monthly financial reports for CNS from school and central data reports; close monthly participation/inventory module by checking for accuracy of forms and make corrections as necessary
 - h. Assist with preparation of annual CNS budget forecasts
 - i. Coordinate returned check payments with appropriate personnel in Finance Office
 - j. Review and post deposits from online payment system from Meals Plus to general ledger
 - k. Create invoices to programs within school system for meals/snacks used but not paid during a specified month
 - l. Bill appropriate agencies for services provided by CNS
 - m. Provide and prepare child nutrition financial reports for auditors
 - n. Maintain chronological log of manual invoices showing pertinent information and remind programs of outstanding invoices that are past due
 - o. Record checks/cash received in the CNS Office using correct account codes and enter this information into the AS400 General Ledger
 - p. Perform the year-end closing procedures of accounts payable, close out purchase orders or carry forward encumbrances as necessary, prepare documentation for payment of invoices due and move old reports and files to storage
 - q. Set up beginning of the year screens in all modules of the Meals Plus computer system including assigning budget codes and importing inventory data
2. Purchasing
- a. Prepare manual purchase orders for food, equipment, and other items needed for CNS.
 - b. Create manual and blanket purchase orders for certain products (milk, bread, etc.)
 - c. Pay reconciled invoices for CNS purchases
 - d. Collect, check for accuracy and enter CNS invoices into the Meals Plus module program for payment
 - e. Submit completed batches to Finance Department for check printing
 - f. Assign fixed asset numbers to newly purchased CNS equipment
 - g. Run depreciation reports quarterly and post information to the General Ledger
 - h. Complete Fixed Asset Activity from when equipment is no longer useful and should be removed; prepare fixed asset disposal forms
 - i. Create purchase orders for items ordered by schools that are available from USDA
 - j. Maintain perpetual inventory lists for use by schools when placing weekly orders
 - k. Enter receipts from USDA to Orange County Schools in inventory module
 - l. Procure petty cash for each school site at the beginning of each school year and ensure that all petty cash issued is deposited at the end of the school year
3. State Financial Reports
- a. Summarize school monthly participation reports to prepare monthly claims for reimbursement for all programs
 - b. Submit information collected from schools (i.e. meals, supplemental sales purchased during the school day and after school snacks)
 - c. Submit and electronically file reports to NCDPI
 - d. Prepare and upload electronic files semi-annual and annual FC1-A reports for NCDPI
 - e. Responsible for posting receipts from NCDPI deposits
4. Free and Reduced Meal Application Processing

- a. Manage database of students for meal application processing by uploading student information data on a daily basis
 - b. Upload student information from the Direct Verification website on a daily basis and print letter for parents/guardians
 - c. Enter information received from the free and reduced applications to determine eligibility
 - d. Review and enter data from the online application website for eligibility
 - e. Print notification letters and send to households
 - f. Assist with annual verification efforts as needed
5. Payroll
- a. Review Timekeeper from all CNS employees
 - b. Enter leave days and other benefits from approved absence leave forms
 - c. Review CNS payroll for accuracy before submitting to Finance Office
 - d. Coordinate benefit reimbursement due from other sources due to dual employment
 - e. Prepare supplement list for payroll
6. Secretarial
- a. Assist with preparing monthly student menus for print and distribution
 - b. Prepare information for monthly manager meetings
7. Other
- a. Offer assistance to CNS staff and administration in the absence of the Director
 - b. Assist in any other area of CNS as needed including assisting at schools when staff is not present
 - c. Assist in other areas at Central Services as needed
 - d. Serve as liaison to Finance Department and NCDPI in areas related to CNS finances
 - e. Serve as liaison to NCDPI and USDA in areas related to the Free and Reduced Price Meal Program and federal meal reimbursements
 - f. Serve as liaison with vendors for updated information related to products and services up for bid; responsible for entering bid information into inventory module for Purchasing
 - g. Responsible for ensuring that work orders entered by CNS managers are appropriate
 - h. Serve as Administrator of Meals Plus computer server for CNS
 - i. Serve as the liaison with Meals Plus to assist with computer issues for CNS managers
 - j. Set up beginning of the year screens for all modules of the Meals Plus computer system including, but not limited to, assigning budget codes, importing inventory data and free and reduced information
 - k. Perform any other tasks as assigned by the Director of Child Nutrition Services

WORKING CONDITIONS	
PHYSICAL DEMANDS	Work is considered light physical work requiring the exertion of up to 20 pounds of force.
WORK ENVIRONMENT	Employees in this position are required to work in indoor and outdoor environments, and come into direct contact with OCS staff, students and the public.
ACKNOWLEDGEMENTS	
The following signatures acknowledge that the supervisor has verified the accuracy of the position description, has discussed position requirements with the employee, and has advised the employee of work performance expectations	
<i>Reviewed by: Employee's Signature</i>	<i>Date</i>
<i>Approval by: Supervisor's Signature</i>	<i>Date</i>
The completed and signed position description shall be maintained at the employee's work location, shall be reviewed with the employee by his or her immediate supervisor, should be revised as required, and shall serve as the basis for all required evaluations.	

DISCLAIMER: *The above statements are intended to describe the general purpose and responsibilities assigned to this position. They are not intended to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and skills that may be required of the employees assigned to this position. This description may be revised by the supervisor, with HR review and approval, any time.*