

Position Advertisement

POSITION: Allen Parish School Board School Food Service Secretary/Bookkeeper

- QUALIFICATIONS:**
1. High School Diploma
 2. Post-secondary training or comparable experience in computerized record keeping (business or technical training preferred)
 3. Computer skills with knowledge of word processing
 4. Proficient in typing – emphasis on accuracy
 5. Other criteria established by the Board

TERMS OF EMPLOYMENT: 12 months

SALARY: Allen Parish School Board Salary Schedule

APPLICATION REQUIREMENTS: Applications may be obtained at the Allen Parish School Board Central Office. Resume' should be submitted with application.

APPLICATION DEADLINE: May 4, 2021

PERFORMANCE RESPONSIBILITIES:

1. Perform clerical, bookkeeping and/or accounting tasks dealing with the School Food Service operations.
2. Maintain accurate accounting procedures and financial records for management of income, labor, food, supplies, etc.
3. Perform assigned duties relative to the accounting system software, i.e. accounts receivable, accounts payable, payroll programs, etc.
4. Perform assigned duties relative to the school food service system software, i.e. meal applications, inventories, student data, etc.
5. Verify for accuracy, input and process meal applications.
6. Prepare all records and reports as prescribed by federal, state, and local policies.
7. Answer food service phone calls from the public and the cafeteria managers. Assist cafeteria managers as needed.

PLEASE PUBLISH: April 22 and April 29, 2021