



## **NUTRITION BUSINESS SYSTEMS MANAGER**

**Job Description  
June 11, 2007**

### **Position Summary**

Perform supervisory and professional work involving preparing and submitting Nutrition Services financial reports and budgets and providing coordination of the development and implementation of technology for Nutrition Services.

### **Reporting Relationship**

This position reports to the Nutrition and Commercial Services Director.

### **Responsibilities**

The essential functions include, but are not limited to, the following fundamental duties:

Provide leadership for the overall accounting functions of the Nutrition Services Department to include: accounts payable/receivable, cash reconciliation, billing and invoicing and other related functions following state and federal program requirements.

Develop or coordinate the development of financial analysis reports as requested; evaluates these reports to ensure accuracy; makes recommendations to administrators based upon this analysis.

Ensure the timely and accurate submission of departmental monthly and yearly reports as required by the district, state or other agencies.

Develop the Nutrition Services annual budget for review by administration; prepare reports on the budget as appropriate.

Coordinate year-end accounting reporting with the Business Office.

Coordinate district, state and federal audits.

Supervise the accounting professional and technical staff and the clerical staff responsible for the Free or Reduced Price Meals application process; coordinate the work of other clerical staff.

Serve as the department's technology liaison; ensure that Nutrition Services technology is integrated with district technology and that of other departments or agencies with which Nutrition Services interacts from a technological perspective.

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### **Responsibilities (continued)**

Provide leadership and vision for the coordination and development of new technology systems within the Nutrition Services Department; evaluate new nutrition services software; make recommendations to Nutrition Services administrators for new or upgraded systems.

Coordinate the implementation of new technology within the Nutrition Services Department; train and support staff utilizing the technology.

Serve on the Departmental Management Team.

Contribute to the District's inclusive workplace efforts by fostering a safe, welcoming and respectful environment.

Perform other duties as assigned.

### **Knowledge, Skills and Abilities**

Considerable knowledge of large and complex food service operations.

Considerable knowledge of nutrition services information system software and a variety of other software applications (e.g., Microsoft Word, Excel, Access and related software).

Considerable knowledge of the policies and procedures for food service accounting and financial reporting.

Considerable ability to communicate effectively, both orally and in writing.

Considerable ability to plan and coordinate multiple activities and to manage conflicting deadlines.

Considerable ability to coordinate and supervise the work of others.

### **Minimum Qualifications**

Bachelor's degree in accounting, computer technology, public or business administration, hotel and restaurant management or a related field and five years of experience in food service management which includes some project management.