

**ACCOUNT CLERK I
(Food Services)**

DEFINITION

Performs accounting duties related to cafeteria and snack bar sales, which includes balancing, counting and changing cash register monies. Conducts inventory and costs out, re-programs prices, prepares reports and bank deposit slips.

SUPERVISION RECEIVED AND EXERCISED

Supervision is received from the Cafeteria Manager.

May provide work direction to student workers.

EXAMPLES OF DUTIES

Gathers cash receipts from various campus food service cash registers.

Counts cash register, balances money with receipts to prepare deposit slips.

Maintains records of daily cash receipts, prepares reports on a regular basis.

Makes accurate calculations in preparing deposits and financial records.

Creates and maintains forms and reports relating to daily income, billing and time reports.

Assists accounts payable in verifying monthly statements from vendors.

Oversees cashiers and relieves them when necessary; balances and closes registers.

Enters new menu items and prices in the cash registers, reprograms prices and repairs registers.

Arranges money pick-up with bank, receives and coordinates change money; issues receipts.

Prepares daily accounting reports for all scheduled work shifts.

Makes comparisons of annual totals and completes statistical reports.

Provides work direction and training to student workers.

May verify time sheets for student workers.

Performs related duties as necessary.

QUALIFICATIONS

Knowledge of:

Methods of record-keeping and accounting procedures.

Cash register programming.

Word processing, database and spreadsheet software for preparing statistical reports.

QUALIFICATIONS (continued)

Ability to:

Operate a calculator and cash register.

Post and make arithmetic computations.

Understand and carry out oral and written instructions.

Keep financial records.

Count and accurately reconcile cash receipts.

Train and provide work direction to others.

EMPLOYMENT STANDARDS

Minimum Qualifications:

High School Diploma or equivalent.

Two years of clerical experience with at least one year working with bookkeeping, accounting, or financial records.

Desirable:

Experience with cashiering practices in a food services establishment.