



T U L S A

PUBLIC SCHOOLS

Job Title: Claims Analyst, Child Nutrition

Department: Child Nutrition
Reports To: Director of Child Nutrition
Grade: CA-17
Number of Days: 12 Months
Security Access: Ross
Current Date: November 21, 2016
Overtime Status: Non-Exempt

Job Objectives: Verifies accuracy of all meal counts (Breakfast, Lunch, Snack and Summer). Claim submission of (NSLP, ASSP and Summer Program) for federal reimbursement monthly. Maintain budget for all of Child Nutrition's direct vendors and process invoices for payment by site monthly. Administer revenue contracts, receive payments and process. Responsible for processing all federal, state and local revenue for the Child Nutrition Department. Completes all state required agreements and reports.

Minimum Qualifications:

- High School Diploma or equivalent, College hours in business accounting preferred
- Experience- knowledge of Child Nutrition preferred.

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Verify and correct all daily cafeteria participation counts, revenue and attendance numbers.
- Verify daily cash reports with treasurer's office.
- Verify deposits for each Child Nutrition site with SAF Treasurer.
- Edit and verify all meal and revenue changes reported by cafeteria managers.
- Calculate and verify monthly data and submit monthly.
- Verify and correct all daily cafeteria participation counts, revenue and attendance numbers.
- Verify daily cash reports with treasurer's office.
- Verify deposits for each Child Nutrition site with SAF Treasurer.
- Edit and verify all meal and revenue changes reported by cafeteria managers.
- Calculate and verify monthly data and submit monthly claim for Federal and State reimbursements.
- This includes the NSLP, ASSP and the Summer Program. Complete state agreement for program annually, Paid lunch equity report, End of year revenue and expenditure report.
- Compile year-end "Refund, Unable to refund and Unpaid charge" balances by site for auditors.

- OCAS coding of all online prepayments for the Child Nutrition department.
- Process all student lunch account transfers and refunds. Invoice non claimable snack meals and Revenue contracts, receive payments.
- Update written instructions for daily reports, meal conversions and deposits for managers and provides training on these instructions.
- Communicates State Department mandates for department accounting.
- Represents department with State Department of Education as authorized representative.
- Prepare all contracts and complete all accounting for them which includes invoicing and receiving payments.
- Responsible for accounting for online prepayments.
- Maintain direct vendor budget and process all purchases for payment monthly.
- Process all reports and back up documentation to accounting for management company billing.

Skills and Abilities Required: The following characteristics and physical skills are important for the successful performance of assigned duties.

- 1+ years' clerical experience.
- Knowledge of Windows and computer network applications.
- Working knowledge of accounting systems (ie: Munis, Kronos, Websmartt and Liquid Office).
- Ten key by touch.
- Excellent written and verbal communication skills.

Supervisory Responsibility: Does not directly supervise any individuals.

- Child Nutrition Bookkeeper

Working Conditions: Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Office

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