

Activity Fund & Child Nutrition Fund Coordinator

Position Summary:

Manages student activity funds and oversees financial and administrative operations of the child nutrition program. Ensure accurate accounting, compliance with district, state, and federal regulations, and audit readiness across all related activities.

Qualifications:

- High school diploma or equivalent
- Strong attention to detail and organizational skills
- Effective communication, and interpersonal skills
- Ability to maintain confidentiality and integrity
- Proficiency in basic computer applications
- Ability to manage multiple tasks and shifting priorities
- Must pass criminal background check and be bondable

Preferred Qualifications:

- Experience in bookkeeping or financial recordkeeping
- Knowledge of school finance procedures
- Experience in administrative, data management, or school finance preferred
- Familiarity with USDA Child Nutrition Program requirements
- Associates or Bachelor's in business, accounting or related field preferred

Key Responsibilities:

Activity Fund:

- Maintain and reconcile activity fund accounts (clubs, athletics, student organizations)
- Process deposits, receipts, and purchase orders: ensure proper approvals
- Distribute budgets and fundraising forms to each lead teacher for sub-activity accounts and prepare for presentation to school board
- Prepare monthly and annual financial reports
- Monitor account balances and advise sponsors/administrators on fund status
- Approve all activity fund purchase orders purpose and availability of funds
- Ensure compliance with district policies, state regulations, and audit requirements
- Maintain accurate financial records and provide support for internal/external audits
- Train and support staff and sponsors on proper handling of activity funds
- Manage event cash handling (change, cash drawers, reconciliation forms)
- Create school calendar of events
- Oversee before/after school care accounts, including billing, sign in/out sheets

Cafeteria Fund:

- Process and verify Free/ Reduced Meal Applications per USDA guidelines
- Maintain eligibility records and required documentation
- Submit monthly reimbursement claims and track meal counts
- Reconcile accounts and ensure accuracy of claim data

- Communicate with families regarding eligibility and account balances
- Ensure compliance with federal, state, and district regulations
- Prepare for audits, reviews, and required verifications
- Train staff on eligibility and documentation procedures

Administrative Support:

- Provide front office support (calls, visitors, staff, students, parents)
- Manage mail, supplies, purchasing, and inventory
- Maintain organized filing systems for financial and program records
- Process accounts payable and verify invoices
- Maintain confidentiality and follow safety procedures
- Perform such other duties as assigned

Employment Terms:

- 10 months (August 1-May 31 + 1 week in July) aligned with school calendar
- 7:15-3:45, exclusive of a lunch
- Supervisor approval required if contract day varies
- Benefits included (sick leave, personal days, health insurance, retirement participation)
- Salary: Schedule G