



**Job Title:** Claims Analyst, Child Nutrition

**Department:** Child Nutrition  
**Reports To:** Director of Child Nutrition  
**Grade:** BG-05  
**Number of Days:** 12 Months  
**Security Access:** Ross  
**Overtime Status:** Exempt  
**Last Revised Date:** July 1, 2017

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**Mission and Vision:** Tulsa Public Schools is the destination for extraordinary educators who work with our community and families to ignite the joy of learning and prepare every student for the greatest success in college, careers, and life. Our mission is to inspire and prepare every student to love learning, achieve ambitious goals, and make positive contributions to our world.

**Core Values:** Our core values guide how we work and interact with each other at every level of the organization. We embrace and embody these values every day.

- **Equity:** All children deserve the opportunity to develop their full academic and social potential. Our diversity is a community treasure, and we must foster an inclusive environment by examining biases and resolving unfair practices.
- **Character:** We are honest, trustworthy, and have high standards of behavior. We do the right thing even when it is hard. While we do not always agree, we treat one another with kindness and respect.
- **Excellence:** We work hard together and expect a lot of one another because high standards produce exemplary knowledge, skills, abilities, and mindsets.
- **Team:** We care for one another, support the personal and professional development of one another, and work together to improve our community.
- **Joy:** Joy at school and at work makes us more productive because when we create, innovate, and imagine, our motivation grows. We want to ensure that everyone knows the excitement that comes from working deeply on a problem, task, or concept and experiencing breakthrough moments.

**Position Summary:** 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 (i.e., 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

*Tulsa Public Schools is committed to building a diverse and inclusive team of individuals who contribute to the district's mission with their talents, skills and energy. Tulsa Public Schools is an equal opportunity employer and does not discriminate on the basis of race, religion, color, national origin, sex, sexual orientation, gender expression, gender identity, pregnancy, disability, genetic information, veteran status, marital status, age or any other classification protected by applicable law.*

*Tulsa Public Schools also provides reasonable accommodations to qualified applicants and employees with disabilities. If you need an accommodation during the application process, please contact the district's Talent Management department at 918-746-6310, or the district's Human Rights and Title IX Coordinator at 918-746-6517. You can also direct your request for accommodation in writing to the Tulsa Public Schools Education Service Center, Attn: Talent Management, 3027 S. New Haven Ave., Tulsa, OK 74114-6131.*