



WELLESLEY PUBLIC SCHOOLS
Wellesley, MA

Job Description

Title: Accounting Coordinator - Payroll

Qualifications:

- Bachelor's Degree in Accounting or related field is preferred.
- Experience in all aspects of payroll processing, particularly in a school district, municipality or other governmental entity is preferred.
- Possess a thorough knowledge of and familiarity with modern office technology, electronic equipment and software applications and operations.
- Proficiency in the use of Microsoft Office (Word, Access, Excel, and PowerPoint), Google Suite, and willing to learn new software programs as needed.
- Experience using MUNIS, NovaTime, AESOP, School Spring, and MyBudgetFile software is preferred.
- Demonstrates strong analytical skills.
- High level of professionalism and the ability to maintain confidentiality.
- Excellent verbal and written communication skills.
- A high degree of organizational and time management skills. Ability to prioritize, multi-task, and handle diverse tasks.
- Ability to understand written procedures, and understand complex, multi-step written and oral instructions.
- Ability to work independently and as part of a team required..
- Ability to take initiative, exercise sound judgment and make decisions within scope of his/her authority.
- Attend professional development as directed
- Ability to relate in a positive manner with members of the public, parents, staff and students.
- Support the overall school mission, vision, and policies and procedures

Evaluated by: The Director of Accounting and Business Services

Job Goal: Processes bi-weekly payroll, in accordance with Town procedures, School Department policies and the terms of all collective bargaining agreements, for over 900 employees and a total annual budget value of over \$70 million.

Work Year: Full time equivalent is a 12-month position – 1820 hours annually (2016 when hired after 10/1/14)

Salary/Benefits: According to the WEA Unit E contract

Performance Responsibilities:

- Coordinates with Personnel for timely and accurate setup of new employees to enable prompt payment.
- Processes bi-weekly payroll, in accordance with Town procedures, School Department policies and the terms of all collective bargaining agreements, for over 900 employees and a total annual budget value of over \$70 million.
- Extracts data from Absence Management Software to reconcile substitute coverage with staff absences, contacting schools or departments to verify and correct data as needed prior to processing payment.
- Tracks and processes pay rate changes in accordance with the terms of collective bargaining agreements.
- Reconciles payroll to the general ledger and prepares journal entries for any changes.
- Works with the Assistant Superintendent for Finance and Operations, the Director of Accounting and Business Services and the Director of Human Resources to maintain an up-to-date, comprehensive and accurate staffing schedule for payroll, budgeting and forecasting purposes.
- Processes confidential and sensitive documentation related to leaves, disciplinary and termination actions, wage garnishments, workers' compensation claims, and unemployment claims.
- Calculates and processes balloon (lump-sum) payroll; communicates and coordinates year-end close payroll timeline.
- Liaison with town Human Resource staff regarding reconciliations of all insurance premiums for staff whose status is changing.
- Processes other confidential requests from employees (e.g., Verification of Employment).
- Prepares and electronically transmits to TSA, the third party administrator, the 403B annuity file each week for verification and payment by the Town Treasurer's office.
- Analyzes and reconciles all Massachusetts Teacher Retirement files for on-line filing of contributions from teachers. Ensures accurate coding in all categories to enable proper recording and allocation of funds to teacher accounts.
- Assists the Director of Human Resources and the Assistant Superintendent for Finance and Operations with request information for use in contract negotiations.
- Cross trains the Accounting Coordinator of Accounts Receivable and Cash Management to perform the payroll function in their absence.
- Cross trains the Financial Transaction Assistant in generating and issuing paper timesheets to staff, track substitute time in a spreadsheet, document pay rate on the paper timesheets, log payroll dates in MUNIS and assist as backup for simple data entry of hourly employees from paper timesheets.
- Enters and processes employee reimbursement payments.
- Documents procedures for all aspects of payroll processing, MTRS filings, calculation and processing of leave payments, etc.
- Maintains payroll files in an accurate, organized and up-to-date manner.
- Maintains and implements salary tables for all staff on an annual basis.

- Performs other related duties as assigned by the Superintendent of Schools, Assistant Superintendent for Finance and Operations and/or the Director of Accounting and Business Services.

Essential Functions of the Job

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to stand, walk, talk, and hear. The employee is frequently required to use hands to finger, handle, or feel objects, tools, or controls and reach with hands and arms, climb or balance and stoop.

The employee must lift and/or move up to 20 pounds. Specific vision abilities required by this job include the ability to adjust focus. The employee is required to have the cognitive ability and focus to manage multiple detailed tasks at once with frequent interruptions.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in an office environment. Majority of the work is performed in a moderately noisy environment with frequent interruptions.

School Committee Approval Date: