



WELLESLEY PUBLIC SCHOOLS
Wellesley, MA

Job Description

Title: Accounting Coordinator - Purchasing

Qualifications:

- Bachelor's Degree in Accounting or related field is preferred.
- Experience in all aspects of purchasing, 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 and online payment system is preferred.
- MCPPO certification 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:** Reviews and/or enters all purchase orders to ensure the timely and accurate entry of orders. Issues requests for quotes, invitations for bids, or requests for proposals following state and local procurement regulations; performs all Food Services financial and compliance responsibilities; posts and updates district or school programs and activities on the on-line payment system.

Work Year: Full time equivalent is a 12-month position – 2,016 hours annually

Salary/Benefits: According to the WEA Unit E contract

Performance Responsibilities:

- Reviews and/or enters all purchase requisitions for appropriateness, accuracy of account information, and available funding.
- Contacts Principals and Department Heads for clarification on any requisitions.
- Refers unresolved matters and/or concerns to the Director of Accounting and Business Services.
- Notifies the Director of Accounting and Business Services when requisitions are ready to be approved and converted to purchase orders and works with the other support staff to ensure timely and accurate entry of orders.
- Provides key support for the implementation of the decentralization of the MUNIS purchase requisition/purchase order process.
- Monitors open purchase order reports for aging of orders and follow up with Principals/Department Heads and/or vendors to close out unfilled orders.
- Monitors expenditure reports to liquidate balances on purchase orders that have been filled and paid.
- Issues Requests for Quotes, Invitation for Bids, or Requests for Proposals following state and local procurement regulations.
- Maintains schedules for procurement based on expiration of contracts.
- Performs all Food Services financial and compliance responsibilities including free/reduced school lunch applications, food services negative balance reports and collection mails, food services POS system management, DESE requirements, etc.
- Posts and updates district or school programs and activities on the on-line payment system.
- Assists Facilities Rental coordinator as needed to ensure proper scheduling and permitting of facilities and timely invoicing for receipt of rental revenues.
- 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.
- Completes all courses and passes all exams for MCPPO certification within one year in the position

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: 12/8/2020