



WELLESLEY PUBLIC SCHOOLS
Wellesley, MA

Job Description

Title: Accounting Coordinator - Revenues and Cash Management

Qualifications:

- Bachelor's Degree in Accounting or related field is preferred.
- Experience in all aspects of accounts receivable, 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, AESOP, Novatime - as well as WebTrak or other online payment system 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 all payment receipts to ensure proper allocation of revenues to the accounts. Reconciles revenues to bank statements and to the accounting general ledger 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:

- Processes all receipts (cash and checks) collected by the District for programs and activities.
- Reviews all payments processed through the on-line payment system to ensure proper allocation of revenues to accounts.
- Downloads reports to reconcile revenues to bank statements, credit card database and to the accounting system general ledger.
- Resolves any issues with the bank and/or the software vendor(s).
- Verifies and processes all food service deposits (cash, checks, and online payments from MySchoolBucks).
- Manages and tracks gifts which includes private grants, MUNIS and non-MUNIS, School Lunch, METCO Bus Returns and athletic night game deposits.
- Generates invoices for in-district special education tuition, union share, contracted dues, etc. and tracks billing collection.
- Oversees School staff that record and transmit any revenues received in the form of checks and/or cash. Ensures the accuracy of cash or paper check deposit collection entries.
- Upon notification from the Town Hall, follows up with families on returned paper checks/insufficient funds; upon notification from the Bank, reverses echeck payment in RecTrac and follows up with families on returned echecks/account typos.
- Processes refunds upon confirmation of the Activity Director or Department Head, and approval by Director of Accounting and Business Services or Assistant Superintendent for Finance and Operations or the School Committee, depending on the nature of the refunds.
- Establishes and documents procedures and controls, as appropriate, to ensure proper cash management that meets audit requirements.
- Verifies payroll for salaried employees with various lookups biweekly.
- Provides backup for payroll when the Accounting Coordinator of Payroll is absent, including processing payroll and other confidential requests from employees (e.g. employment verification); but not including updating pay changes in MUNIS.
- Assists upgrading and training of the on-line payment system. Support users of the on-line payment system with any payment issues.
- Compiles outstanding balance list annually for seniors and students moving out of district. Coordinates collection of said fees with appropriate departments.
- Analyzes Before School and Child Lab payments to ensure all students attending are enrolled semi-annually.
- Prepares monthly reclass entry for Commonwealth of Mass deposits (VendorWeb website CTR).
- Creates, invoices and collects payment in installment billing module of the on-line payment system.
- 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 ~~2~~40 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