



WELLESLEY PUBLIC SCHOOLS
Wellesley, MA

Job Description

Title: Finance and Operations Coordinator for Student Services

Qualifications:

- Bachelor's Degree in Accounting or related field required.
- Advanced skills in Excel required.
- Proficiency in the use of Microsoft Office (Word, Access, and PowerPoint), Google Suite, and willing to learn new software programs as needed.
- Experience using Powerschool, Schoolspring, AESOP, Novatime and/or Munis - as well as MyBudgetFile - is preferred
- High level of professionalism and ability to maintain confidentiality.
- Excellent written and verbal communication skills required.
- 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
- Familiarity with Federal and State laws and regulations regarding Special Education preferred.
- Experience in all aspects of purchasing, accounts receivable, billing and grant management preferred.

Evaluated by: Director of Student Services

Job Goal: The incumbent provides broad budgetary, financial, and operational support to the Student Services department and the Director of Student Services with a focus on district, Special Education, and DESE regulatory compliance.

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:

- Maintains invoice/billing, spend down sheets, and current spreadsheet of Out of District Students, (with assistance from Out of District Coordinator), in order to continuously monitor the Out of District budget.
- Assume primary responsibility for contract compliance, tuition payments, and monitoring attendance for Out-of-District Students.
- Responsible for all tasks associated with Circuit Breaker:
 - Review of IEPs for reporting compliance.
 - Monitors and ensures complete data management/entry.
 - Files confidential student claims for reimbursement.
 - Submits DESE authorization for 1:1 approval annually.
 - Maintains appropriate files for annual Circuit Breaker.
 - Responds to DESE inquiry after claim is submitted, as necessary.
 - Prepares and responds in the case of a district Circuit Breaker audit, as necessary.
- Coordinate purchasing for the department and creates and submits requisitions to the Business Office, ensuring that the quantities and unit price are correct and pursuant to State rates for Out-of-District tuitions and/or with vendors for any other supplies or services.
- Reviews purchases and authorizes payment for all elementary and district-wide Student Services orders. Tracks spending across all Student Services accounts and levels to monitor budget compliance and optimize opportunities.
- Prepares contracts, purchase orders, and review/approve invoicing for all third-party service providers.
- Provides financial analysis and support to Director of Student Services to assist in annual budget development, including projections for the Out-of-District tuition expense, support staff requests, and assistive technology.
- Monitors support staff employment by school and program to ensure budgetary compliance and to provide support to Director of Student Services and Department Heads about position availability to respond to student needs.
- Assists Administrators in the maintenance and compliance of legal settlements including submission of paperwork for reimbursement.
- Coordinates Safety Care training for all applicable Student Services staff ensuring compliance for annual recertification, including trainer recertification. Reviews timesheets for Payroll.
- Responsible for grant duties as follows:
 - Monitoring spending and available balance of grants received by the District within Student Services,
 - Ensuring timely completion of time and effort sheets.
 - Prepare amendment information to be submitted to the Business Office or applicable agency.
- Additional job responsibilities include the record keeping and filing of information relative to:
 - Medicaid reimbursement.
 - Proportionate Share.
 - Vocational Schools.
- Any other duties assigned by the Director of Student Services and/or other Special Education Administrators.

- Participates in DESE trainings as appropriate.

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 10 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