



**WELLESLEY PUBLIC SCHOOLS**  
**Wellesley, MA**

**Job Description**

**Title:** Financial Transaction Assistant – Facilities Rental

**Qualifications:**

- Bachelor's Degree in Accounting or related field 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 SchoolDude software is preferred
- 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:** Assumes primary responsibilities for the school facilities rental program; assists business operations in the Business Office.

**Work Year:** A full time equivalent is a 12-month position - 1820 hours per year

**Salary/Benefits:** According to the WEA Unit D contract

**Performance Responsibilities:**

- Coordinates and schedules facilities rental events in SchoolDude.
- Acquires and maintains insurance certificates and other required documentations.
- Generates facilities rental permits and emails them to facility users and the Facilities Management Department (FMD)
- Resolves conflicts with facilities use; processes changes to rental schedules and notifies facility users and the FMD.
- Invoices facility users timely according to the Wellesley Public Schools Facilities Rental Fee Schedules and Requirements.
- Collects rental fee payments and enters them into SchoolDude; ensures payment checks are entered in MUNIS by the Accounting Coordinator of Accounts Receivables and Cash Management.
- Prepares interdepartmental journal entries for custodial services and auditorium managing service for school events and town events.
- Maintains files for facilities use permits, insurance certifications, interdepartmental journal entries and other supporting documentation in an organized manner.
- Manages the central office mail room including monitoring the Neopost machine, stamping outgoing mails, sorting and distributing inter-office and external mails, and running a monthly postage report.
- Notifies departments of delivered packages and ensures the entryway and hallway are not blocked by packages.
- Prepares facilities rental financial reporting from MUNIS and/or SchoolDude as required.
- Creates and maintains a Procedure Manual on Facility Rental.
- Trains the Accounting Coordinator of Purchasing on proper scheduling and permitting of facilities and timely invoicing for receipt of rental revenues.
- Assists in reviewing accounts payable batch cover sheets for accuracy; assists in opening and sorting invoices.
- Reviews accuracy of weekly payroll information input by the Accounting Coordinator of Payroll.
- Assists in entering checks and cash receipts into MUNIS as appropriate when the Accounting Coordinator of Accounts Receivables and Cash Management is on absence.
- Serves as backup for the Receptionist when absent or away from the Receptionist desk for any length of time.
- Assist members of the Business Office during peak times and as time allows.
- Performs other duties as assigned by the Assistant Superintendent and/or the Director of Business and Accounting Services.

**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**