



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

**Job Description**

**Title: Financial Transaction and Transportation Assistant**

**Qualifications:**

- Bachelor's Degree in Accounting or related field is preferred.
- Experience in all aspects of transportation and accounting, 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 or similar accounting software applications 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:** Responsible for supporting the Transportation Department with coordinating in-district and out-of-district student transportation requirements and supporting the Business Office for general administrative/financial duties.

**Work Year:** A full time equivalent is a 12-month position – 1,820 hours annually  
The employee must be able to work a scheduled 9:45 a.m. to 6:00 p.m. shift (potential to start and end earlier in the summer) On occasion, the employee may be required to work additional hours due to issues resulting from traffic and/or weather, as well as the Transportation Coordinator's schedule. Compensation for the required flexibility will be addressed.

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

**Performance Responsibilities:**

- Answer phones in a timely and professional manner
- Facilitate driver assignments
- Regularly interact with drivers, school personnel, parents, private contractors and other stakeholders.
- Call drivers for assignment changes
- Track and communicate delays with personnel and communicate necessary delays to customers.
- Develop and maintain general knowledge of department and personnel.
- Processes accurate and timely paperwork.
- Monitors and reconciles transportation accounts
- Prepares and makes transportation payment deposits.
- Assists the Accounts Payable Coordinator with pre-and post- processing activities.
- Assists the payroll coordinator with 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 attendance and creates and maintains transportation databases and spreadsheet projections.
- 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: 12/8/2020**