



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

**Job Description**

**Title: Accounting Coordinator – School Records Access Officer and Payroll**

Receive, track and coordinate responses for all school-based public record inquiries and non-special education subpoenas. Processes bi-weekly payroll in accordance with Town procedures, School Department policies and the terms of all collective bargaining agreements, for over 900 employees.

**Performance Responsibilities (Primary):**

- Coordinate Wellesley Public Schools' response to public record requests and non-special education subpoenas within required timeframes.
- Assist individuals seeking public records in identifying records requested.
- Assist the custodian of records in preserving public records in accordance with state regulations.
- Prepare guidelines that enable requestors to make informed public records requests.
- Collaborate with the Town Records Access Officer when requests cross Town-wide departments.
- Collaborate with Town and School Information Technology Departments on the collection of data responsive to public records inquiry.
- Collaborate with legal counsel on fee petitions, fee estimates, and redactions.

**Performance Responsibilities (Secondary):**

- Receives hiring packet from Human Resources for timely and accurate setup of new employees to enable prompt payment.
- Processes bi-weekly payroll, in accordance with Town procedures, School Department policies and the terms of all collective bargaining agreements, for over 900 employees.
- Extracts data from Absence Management Software to reconcile substitute coverage with staff absences, contacting schools or departments to verify and correct data as needed prior to processing payment.

- Tracks and processes pay rate changes in accordance with the terms of collective bargaining agreements.
- Reconciles payroll to the general ledger and prepares journal entries for any changes.
- Works with the Assistant Superintendent for Finance and Operations and the Director of Accounting and Business Services to maintain an up to date, comprehensive, and accurate staffing schedule for payroll, budgeting and forecasting purposes.
- Processes confidential and sensitive documentation related to leaves, disciplinary and termination actions, wage garnishments, workers' compensation claims, and unemployment claims.
- Calculates and processes balloon (lump-sum) payroll; communicates and coordinates year-end close payroll timeline.
- Liaison with town Human Resource staff regarding reconciliations of all insurance premiums for staff whose status is changing.
- Processes other confidential requests from employees (e.g., Verification of Employment).
- Prepares and electronically transmits to the district's third-party administrator, the 403B annuity file each week for verification and payment by the Town Treasurer's office.
- Analyzes and reconciles all Massachusetts Teacher Retirement files for on-line filing of contributions from teachers and ensures accurate coding in all categories to enable proper recording and allocation of funds to teacher accounts.
- Assists the Director of Human Resources and the Assistant Superintendent for Finance and Operations with information requests for use in contract negotiations.
- Cross-trains with the Accounting Coordinator of Accounts Receivable and Cash Management to perform the payroll function in their absence.
- Cross-trains the Financial Transaction Assistant in 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 and processes employee reimbursement payments.
- Documents procedures for all aspects of payroll processing, MTRS filings, calculation, and processing of leave payments, etc.
- Maintains payroll files in an accurate, organized, and up-to-date manner. ? Maintains and implements salary tables for all staff on an annual basis.
- Performs other related duties as assigned by the Assistant Superintendent for Finance and Operations and/or the Director of Accounting and Business Services.

## **Qualifications:**

Bachelor's Degree in Accounting or related field is preferred.

Working knowledge of and experience with responding to requests under the Massachusetts Public Records Law, Working knowledge of relevant school-related privacy laws including the Family Educational Rights and Privacy Act (FERPA),

Experience in all aspects of payroll processing, particularly in a school district, municipality, or other governmental entity,

Experience using MUNIS, NovaTime, AESOP, School Spring, and MyBudgetFile software, 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.

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 with an 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.

Ability to take initiative, exercise sound judgment and make decisions within scope of their authority.

Ability to work with and meet required deadlines utilizing time management techniques. Attend professional development training as directed.

Ability to review documents for accuracy, completeness, and compliance; compile data and information for reports; compose letters and memoranda; explain policies and procedures. 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 (Payroll) and Assistant Superintendent for Finance and Operations (RAO)

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

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