



**WELLESLEY PUBLIC SCHOOLS**  
**Wellesley, MA**  
**Job Description**

**Title: Accounting Coordinator - Accounts Payable**

**Job Summary:** Processes all vendor payments ensuring accuracy, completeness of the order, receipt of goods and/or services and the timely payment of invoices.

**Performance Responsibilities:**

- Processes all vendor payments by verifying accuracy of invoices, receipt of goods and/or services, completeness of the order, and closure of Purchase Order when completed.
- Verifies appropriateness of invoices in relation to School Department, Town and State purchasing standards and regulations.
- Reconciles Accounts Payable transactions and prepares journal entries as needed.
- Researches and resolves problems with vendors.
- Obtains W9s and assigns new vendor numbers as required.
- Maintains files for pending invoices, paid invoices, account information, and supporting documentation.
- Copies, redacts confidential information, and files paid invoices in an organized manner.
- Processes and posts credit memos from vendors.
- Verifies status of uncashed vendor payment checks and processes voided checks, as required, by communicating with the Treasurer's office.
- Creates, updates and maintains a variety of spreadsheets and database files as needed to track pertinent accounting information.
- Processes, sends and files employee reimbursement forms.
- Contacts vendors and places maintenance service calls for Central Office, including water deliveries, shredding services, etc.
- Provides support to the Transportation Coordinator as needed.
- Reviews accuracy of weekly payroll information input by the Accounting Coordinator - Payroll, as needed.
- Performs other duties as assigned by the Assistant Superintendent and/or the Director of Business and Accounting Services.

**Qualifications:**

- Bachelor's Degree in Accounting or related field is preferred.
- Experience in all aspects of accounts payable, 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:** Director of Finance & Business Operations

**Work Year:** As defined by the Wellesley Educators Association Unit D Collective Bargaining Agreement

**Salary/Benefits:** As defined by the Wellesley Educators Association Unit D Collective Bargaining Agreement

**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 will be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk, and/or hear. The employee is occasionally required to move throughout a building; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands or arms, climb or balance and stoop.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and 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 will be made to enable individuals with disabilities to perform the essential functions.

Work is performed in an educational environment. Majority of the work is performed in a moderately noisy environment with frequent interruptions.

**Non-Discrimination Statement:**

Applicants for employment are considered without regard to age, physical, mental or psychiatric disability, genetics, race, religion, sex, sexual orientation, gender identity, marital status, national origin, or military status.

**SC Approval Date: 12/08/20**

**Formatting and revisions: 02/11/26**