



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

**Title: Accounting Coordinator of Payroll / RAO**

**Job Summary:** Receive, track, and coordinate responses for school-based, non-student services public record inquiries. Processes bi-weekly payroll in accordance with Town procedures, School Department policies, and the terms of all collective bargaining agreements.

**Performance Responsibilities:**

Public Records Responsibilities:

- Coordinate Wellesley Public Schools' response to non-student service related public record requests and by:
  - Logging all inquiries;
  - Communicating requests and planned process of response with the Schools Records Access Officer (RAO);
  - Maintaining electronic files of requests, unredacted files, redacted files, and related communications; and
  - Managing due dates.
- Assist individuals seeking public records in clarifying records requested, when applicable.
- In collaboration with the Schools Records Access Officer (RAO), collaborate with the Town Clerk and other Town departments on cross departmental requests.
- Collaborate with Town and School Information Technology Departments on the collection of data responsive to public records inquiry.
- Prepare draft redactions after conversations with the district's Records Access Officer (RAO).

Payroll Responsibilities:

- 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.
- 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 Finance and Business Operations 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 online 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 Transportation Coordinator and Accounting Coordinator 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 Director of Finance and Business Operations.

**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, 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.
- 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.
- Successful completion of a Criminal Record Check (C.O.R.I.), Sexual Offender Record Check (S.O.R.I) and fingerprints.

**Evaluated by:** The Director of Finance and Business Operations (Payroll) and Director of Communications and Community Engagement (Public Records). The supervisors will collaborate to resolve competing priorities as the need arises.

**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: 10/29/24**

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