WELLESLEY PUBLIC SCHOOLS
Wellesley, MA

Job Description

Title: Accounting Coordinator - Revenues and Cash Management

Qualifications:
● Bachelor’s Degree in Accounting or related field is preferred.
● Experience in all aspects of accounts receivable, 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, AESOP, Novatime - as well as WebTrak or other online
payment system is preferred
● 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. 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 dir6n
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Performance Responsibilities:
● Processes all receipts (cash and checks) collected by the District for programs and
activities.
● Reviews all payments processed through the on-line payment system to ensure proper
allocation of revenues to accounts.
● Downloads r

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 210 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: