WELLESLEY PUBLIC SCHOOLS
Wellesley, MA
Job Description

Title: Transportation Coordinator and Accounting Coordinator

Job Summary: Responsible for the coordination of the Transportation Department and for supporting the Accounting Coordinators for payroll, accounts payable and accounts receivable. The successful candidate must be able to work assigned hours based upon transportation route needs. On occasion, the employee may be required to work additional hours to meet these needs.

Performance Responsibilities:

- Answer phones in a timely and professional manner.
- Facilitate driver assignments and assignment changes as needed.
- Track and communicate delays and resolve disputes among drivers, school personnel, parents, private contractors and other stakeholders.
- Communicate, coordinate and follow-up on transportation incidents including but not limited to vehicle crashes, student and/or driver behavior issues, parent concerns, etc.
- Develop and maintain general knowledge of day-to-day transportation operations including, but not limited to, emergency contact procedures, “no show” student and/or parent procedures; “on the fly” re-routing due to weather, construction and traffic; emergency breakdown procedure; etc.
- Approve driver timesheets and supervise drivers in the absence of the Director of Transportation.
- Track driver attendance and create and maintain databases and projections in a timely and accurate fashion
- Develop and maintain general knowledge of federal, state and local regulations related to school transportation and municipal finance.
- Provide monthly WPS van cost projection for special education transportation, homeless and foster care transportation and other types of transportation as assigned.
- Assist the Director of Accounting and Business Services on preparing Medicaid claim reports, End of the Year reports and other state reports as assigned.
- Monitor, reconcile and analyze transportation accounts
- Assist the Accounts Payable Coordinator with pre- and post- activities.
- Assist 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.
- Facilitate transportation fee collection and reconcile payment deposits and refunds.

- Assist the Accounts Receivable Coordinator with deposit verification and reconciliation.
- Perform other related duties as assigned by the Assistant Superintendent for Finance and Operations, the Director of Accounting and Business Services, and/or the Director of Transportation.

Qualifications:

- Bachelor's Degree in Accounting or related field is preferred.
- Experience in aspects of accounting, particularly in a school district, municipality or other governmental entity is preferred.
- Experience in school transportation dispatching is preferred.
- Understanding of 7D licensure requirements 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 platforms in a Windows environment, and willing to learn new software programs as needed. MUNIS and online payment system is preferred.
- Demonstrates strong analytical skills.
- High level of professionalism and the ability to maintain confidentiality is required.
- Excellent verbal and written communication skills are required.
- Ability to handle all aspects of this position in a complex working environment using sound judgment is required.
- Ability to prioritize, manage and accurately complete multiple tasks in a fast-paced office environment is required.
- Ability to work independently and as part of a team required.
- Ability to work effectively with administrators, parents, school staff and vendors is required.
- Must possess a pleasant attitude and demeanor; relate well to others, have a courteous and helpful manner; enjoy the interaction and problem solving; follow through on the completion of all tasks.

Evaluated by: Director of Finance and 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: 02/08/2022
Formatting and minor revisions: 03/06/2026