



## REVERE PUBLIC SCHOOLS

**POSITION:** OPERATIONS ASSISTANT/GENERAL BOOKKEEPING

**TO APPLY:** <https://www.schoolspring.com/jobdetail?jobId=5314255>

**FOR QUESTIONS:** [hr@reverek12.org](mailto:hr@reverek12.org)

The General Bookkeeping Operational Assistant will support all of our accounting operations with special emphasis on accounts payable and assistance to payroll.

This position requires the utmost discretion, sensitivity, and professionalism at all times along with solid bookkeeping and organizational skills and ability to multi-task.

**Reports to:** Chief Financial Officer (CFO) however daily supervision will be provided by the Payroll, Purchasing, and Special Funds Managers based on the projects assigned.

**Duties** include but are not limited to the following. Additions and modifications to these representative duties and responsibilities are under the purview of the Superintendent of Schools and the CFO.

### **Accounts Payable**

Ensure timely processing of all invoices and payments for all authorized expenses related to the following:

- Processing transfers of funds for all intra-City departmental billing including Police, Fire, and DPW billing that pertains to the School Department
- Preparing all incoming invoices for batch processing at City Hall
- Processing direct payments as circumstances dictate
- Processing payments of invoices related to select vendors

Coordinate with vendors, including soliciting W-9 forms

Communicate with departmental purchasers (Principals, Directors, etc.)

Alphabetical Filing of all partial/full payment purchase orders

### **Payroll**

Provide assistance to the Payroll team with various, ongoing tasks/projects which may include:

- Deduction reconciliation and reporting to the Massachusetts Teachers Retirement System
- Payroll reporting for Medicaid reimbursement program
- Compilation/reconciliation of degree change lane adjustments for certified staff

## **Accounts Receivable**

Provide assistance to the CFO and Special Funds Manager with various, ongoing tasks/projects which may include:

- Preparing deposits for submission to City of Revere Treasurer's Office

## **General**

- Maintain accurate information in departmental databases, spreadsheets, etc.
- Triage all incoming communications (phone, email, and visitors) to insure a timely response
- Manage incoming and outgoing mail, ensuring it is distributed and processed confidentially and in a timely way.
- Maintain files, ensuring they are up to date at all times and reviewing for accuracy and completeness.
- Provide general clerical support, as needed: reporting, copying, scanning, mailing, etc.
- Complete mail merges and mailings upon request.
- Schedule Appointments and reserve meeting rooms as necessary.
- Assure the protection of and confidentiality of all information processed.
- Learn and stay current with job duties of Operations Assistants assigned to Business Office and provide back up to them as needed and in their absence to ensure deadlines are met.
- Support the CFO, Payroll, Purchasing, and Special Funds Managers in fulfilling any and all other departmental responsibilities as requested, including supporting other administrative teams as needed

## **SCHEDULE & COLLECTIVE BARGAINING UNIT**

This is a full time, 12-month position currently scheduled for 1970 hours per year. Schedule, salary and benefits will be determined by the AFSCME Collective Bargaining Agreement and is currently based on 41 weeks at 40 hours/week (7:30 a.m. to 4:00 p.m. including ½ hour unpaid lunch) and 11 weeks (summer & school vacations) at 30 hours/week (7:30 a.m. to 2:00 p.m. including ½ hour unpaid lunch.)

## **QUALIFICATIONS**

- Minimum Associates Degree (may be waived based on more extensive experience)
- Experience with general bookkeeping
- Demonstrated discretion and confidentiality.
- Highly organized, detail oriented, independent, proactive problem solver, consistent initiative and follow through.
- Ability to multi-task without sacrificing accuracy especially in entering high volumes of data.
- Outstanding interpersonal skills, cultural sensitivity, and respect for others.
- Effective written and verbal communication skills.
- Superior Customer Service instincts, fielding phone, email and in person inquiries.
- Proficiency in Microsoft Office and Outlook, particularly Excel
- Have a willingness to learn new and different administrative tasks, software and approaches to improve efficiency and effectiveness.

Preferred candidates will

- Have 1-2 years Account's Payable Experience working in a municipality.
- Be adept at working with numbers.
- Be a proactive problem-solver.
- Collaborate well with variety of constituents within and outside of the School System.
- Enjoy working in a shared office environment.
- Be Bilingual