



# Douglas Public Schools

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## School Committee Agenda Item Summary

**Date:** May 4, 2022  
**Prepared By:** Cortney Keegan, Business & Operations Manager *CK*  
**Reviewed By:** Paul Vieira, Superintendent of Schools  
**Subject:** **Business Office – Change of Position**

### Background

The business office, as well as the Superintendent's office provides districtwide support for all business, operations, personnel, and many other required central office functions, as well as support for the School Committee.

Currently the Business Office has two staff positions: Assistant to the Business & Operations Manager and a Bookkeeper position.

The position of Bookkeeper does not fit the duties and responsibilities of the position. The position does not do any "bookkeeping" as is customary for positions with that title. The primary duties of the position has been associated with accounts payable, accounts receivable, and other duties associated with the business office. It was also expected that the position would serve as a backup for payroll, if necessary.

When the position became open the superintendent and I saw it as an opportunity to review the requirements of the business office, create job descriptions (which we have also been doing for other positions throughout the district), and restructure the position to an Assistant to the Business & Operations Manager – Accounts Payable. We have also prepared a job description for the current Assistant to the Business Manager, who primarily does payroll, to update the title to Assistant to the Business & Operations Manager – Payroll.

This change will provide for the requisite skill set and qualifications needed in the business office and it will provide more stability. There is an increase in the duties and responsibilities to what was required of the former Bookkeeper position, and it provides for backup if someone is out. It also allows for more flexibility to maintain continuity for all of the functions and duties and responsibilities of the business office.

### Discussion/Analysis

We are recommending that this be a salary position, which will be consistent with the current Assistant to the Business Manager position, as well as the Administrative Assistant to the Superintendent position.

### Financial Impact

An amount is included in the FY 2023 budget to accommodate the change in this position, the requirements, and is similar to the current assistant position. If approved, we will post for the position immediately.

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**Recommendation**

If the School Committee is in agreement, the following motion is recommended for approval:

*MOVE to approve an update from the current Bookkeeper position in the Business Office to a new Assistant to the Business & Operations Manager – Accounts Payable position pursuant to the approved job description entitled: “Assistant to the Business & Operations Manager – Accounts Payable”. This position will be a salary position as determined by the Superintendent.*

**Attachments**

Proposed job description

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## Job Description

The **Assistant to the Business & Operations Manager - Accounts Payable** assists the Business & Operations Manager with duties and responsibilities associated with the Business Office with primary duties associated with accounts payable, cross trained in all payroll duties to prepare payroll when necessary and other duties as required.

### **FAIR LABOR STANDARDS ACT (FLSA) CLASSIFICATION:**

This position is classified as *Non-exempt*.

### **REPORTING STRUCTURE:**

The Assistant to the Business & Operations Manager - Accounts Payable reports to the Business & Operations Manager.

### **QUALIFICATIONS:**

1. High School diploma or GED required; Bachelor's degree, preferably in accounting or finance, business or other related discipline preferred;
2. At least three years accounts payable, purchase order processing, and payroll experience, public school experience strongly preferred;
3. Reliability is essential and critical;
4. Ability to perform detailed work accurately and in a fast paced environment within strict deadlines;
5. Proficiency with Microsoft applications, particularly Excel, google Apps, MUNIS, or other municipal general ledger software;
6. Strong, organizational, problem solving, interpersonal and communication skills; attention to detail and ability to work on multiple duties simultaneously;
7. Ability to work effectively and efficiently in a fast paced environment;
8. Ability to work cooperatively, effectively, and responsively with all constituencies within the school and municipal communities, as well as with the public, is essential;
9. Ability to maintain confidentiality;
10. Ability to adapt to changing work priorities;
11. Ability to work as part of a team in a busy school district business office environment is essential to assuring that the overall work of the business office is done in an accurate, responsive, and timely manner;
12. Ability to communicate effectively, both verbally and in writing; ability to handle stressful situations effectively;
13. Such alternatives to the above qualifications as the Superintendent may find appropriate

### **ESSENTIAL DUTIES & RESPONSIBILITIES:**

1. Assumes all duties and responsibilities associated with preparation of the weekly accounts payable warrant;
2. Preparation, processing, and tracking of all purchase orders;
3. Set up new vendors and communicate with vendors regarding invoices, statements, certified payroll, and other procurement law requirements;
4. Coordinate TEC bid data requirements with secretaries and departments for Invitation for Bids and other activities associated with cooperative bids for supplies;
5. Enter warrants payable information in excel for all grants, revolving funds, and donation accounts;
6. Invoicing and accounts receivable tracking for outstanding fees, facilities use, Whitin Community Center, Physician Services, and other receivables;
7. Assist school secretaries, principals and other internal customers with budget reports and account detail;
8. Complete Medicaid reporting and submit to appropriate party in a timely manner;
9. Enter and submit workers compensation incident reports in a timely manner, track, and respond to inquiries;
10. Enter and track vendor insurance certificates to be sure insurance certificates are current for all vendors;
11. Serve as backup for preparing and processing bi-weekly payroll, as necessary;
12. Work closely with Town departments, particularly the Finance Director/Town Accountant and Treasurer/Collector;
13. Complete all required procedures related to year end closing including year end reconciliation and other duties as required by the Finance Director/Town Accountant;
14. Assist with internal and external audits as required;
15. Assist internal and external customers and provide excellent customer service;
16. Other duties or special projects as assigned by the Business & Operations Manager or Superintendent of Schools.

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## Job Description

### **PHYSICAL WORKING CONDITIONS:**

Work is primarily sedentary and performed in an office setting. Work requires use of hands and fingers, ability to handle and feel objects, tools, or controls. Occasional periods of walking, bending, stooping, kneeling, reaching, and occasionally lifting up to 20 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. The work requires occasional in-district travel among the district's schools and town offices.