

JOB DESCRIPTION MANUAL

BOARD OF EDUCATION CLINTON TOWNSHIP

Central Office Administration

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| Title: | Payroll and Benefit Coordinator – Confidential |
| Qualifications: | <ol style="list-style-type: none"> 1. Minimum experience as determined by the School Business Administrator/ Board Secretary. 2. Have the skills needed to perform payroll, health benefits in an efficient and confidential manner to promote the smooth and efficient operations of the district's business office. 3. Have the ability to perform functions in accordance with the IRS, New Jersey statutes and regulations and other tasks, which may be delegated or designated by the School Business Administrator/Board Secretary. 4. Capable of ensuring accuracy of preliminary and final payroll reports, timesheets, spreadsheets and account fund distributions, responding to inquiries and/or requests for data and/or reports, and providing timely and accurate payroll production. 5. Proficiency in the use of district computer systems and software essential to the operation of the business office such as accounting, database, word processing, spreadsheet and payroll applications. 6. Have excellent human relations skills with the ability to organize and motivate people to carry out complex oral and written instructions to exercise sound judgment and perform with a high degree of accuracy and efficiency. 7. Be multi-task oriented and flexible. 8. Demonstrated organizational, communication and interpersonal skills. 9. Required criminal history background check and proof of U.S. citizenship or legal resident alien status. 10. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment. |
| Certificate and Endorsement Requirements: | None required |
| Reports To: | Assistant School Business Administrator/Assistant Board Secretary |
| Supervises: | Not applicable |
| Job Goal: | Perform necessary work for the smooth and efficient administration of the district's payroll and benefits program with a high degree of responsibility, discretion and confidentiality while using independent judgment. |

Performance Responsibilities:

1. Posts payroll transactions to various ledgers, journals, and registers; and assists in preparing, adjusting, and closing journal entries and prepares various payroll in payroll agency reports. Reviews payroll in payroll agency transactions for accuracy and completeness, verifies against appropriate documentation and forwards for processing; inputs payroll data into the computer for tracking, manipulation, and reporting purposes; and compiles and prepares specialized payroll in payroll agency reports for departments. Researches payroll in payroll agency records to assist in the identification and resolution of problems, errors, or inadequacies of payroll information.
2. Records employee information such as personal data, compensation and benefits information. Updates employee information and examines employee files to answer questions from authorized individuals.
3. Performs related functions such as:
 - a. Develops and maintains a system to track hours of all permanent, temporary and substitute employees to determine eligibility for health benefits.
 - b. Research and answer employee questions regarding pay policies.
 - c. Prepare payroll actions including the filing of all quarterly, monthly and yearly required tax related reports and forms timely and handle any payroll errors.
 - d. Research discrepancies of payroll information and ensure proper communication while problem solving.
 - e. Maintains and processes a wide variety of payroll in payroll agency information including but not limited to timesheets, withholdings, direct deposits, pre-notes, association dues, longevity, supplements, stipends, W-4's, leaves, salary, levies, garnishments, voluntary and involuntary contributions, workers compensation, health benefit contributions, etc. ensuring the availability of documentation for compliance with established policies and regulatory guidelines.
 - f. Maintains budget for all payroll and benefit account codes for the purpose of ensuring adequate funds through the end of the fiscal year.
 - g. Assist with preparation of the payroll and benefits section of the annual budget including maintaining updated information in the database for report generation.
 - h. Audit and review various payroll and payroll agency data (timecards, bonuses, payments).
 - i. Review board resolutions for salary changes, new hire information and status changes.
 - j. Functions as first point of contact for benefit vendors.
4. Compiles and processes payroll information including data entry of timesheets, deductions, and related data. Responsible for calculation of overtime, incentive pay, shift differential etc. Calculates pay by multiplying applicable hours by rate. Prepares deductions for authorized and mandatory deductions. May enter data on hires, terminations, and wage adjustments. Prepares and maintains periodic payroll reports to include earnings, tax, and deduction summaries. Serves as the primary contact for employee payroll related questions, inquiries, and concerns.
5. Participates in meetings, in-service training, workshops, etc. for the purpose of conveying and/or gathering information required to maintain efficiencies within the department.
6. Coordinates and assists with implementation of specific district benefit programs for benefit-eligible employees. Analyzes and prioritizes workflow.
7. Oversees annual Open Enrollment process and other special projects as needed. Originates and implements informational sessions. Maintains a high level of knowledge and skill regarding State and Federal laws and regulations governing employee benefits and how they pertain to benefit plans administration, e.g., ERISA, COBRA, HIPAA. Monitors administration of existing programs to ensure compliance with federal, state, and other applicable regulations. Develops and maintains a learning plan to ensure expertise through a variety of

reading, research, learning programs, seminars, etc. Conducts new hire orientations, both group and individual, explaining options and benefits packages.

8. Creates and updates on a regular basis the payroll and benefits SOP Manual.
9. Administers Retirement Program and handles retirement paperwork.
10. Organizes job functions and work assignments to be able to effectively complete assignments within established time frames.
11. Compile, maintain, communicate and distribute strategic, confidential materials and budgetary information including benefit information as it relates to negotiations.
12. Maintains confidentiality of sensitive correspondence, records and information.
13. Serves as backup to other HR staff as necessary.
14. Performs other related duties as assigned by the School Business Administrator/Board Secretary.

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| Terms of Employment: | Salary for a 12 month position (July 1 through June 30). |
| Annual Evaluation: | Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations. |
| Approved by: | Superintendent of Schools |
| Date: | May 2, 2022 |
| Account Code(s): | 11.000.251.100.900.000 - 100% |