

TITLE:

ADMINISTRATIVE ASSISTANT TO THE BUSINESS ADMINISTRATOR / PAYROLL

QUALIFICATIONS:

1. College degree in Business, Accounting, Finance or related field
2. Minimum experience of two (2) years in payroll or accounting
3. Effective bookkeeping skills demonstrated
4. Computer proficiency and use of office equipment.
5. Good interpersonal and communication skills.
6. Required criminal history check and proof of U.S., meets NJ residency requirements
7. Required physical examination as per District policy

REPORTS TO: Business Administrator/Board Secretary

JOB GOAL:

Under the guidance and direction of the SBA/BS, efficiently and effectively manage , coordinate and implement all the processes and procedures associated with preparing payroll in accordance with federal, state, and local regulations and requirements; performs other related duties as required, and to assist the SBA/BS with business and operational matters in order to ensure the best possible educational services are provided with the financial resources available.

PERFORMANCE RESPONSIBILITIES:

1. Understands the importance and maintains complete confidentiality in all matters.
2. Assists with departmental documents for annual audit; assists the SBA/BS and auditor as required.
3. Prepares and processes semi-monthly school district payroll. Assumes responsibility to ensure that payrolls are accurate/balanced and processed in a timely fashion.
4. Processes supplemental timesheets, staff payroll vouchers (to include extra compensation payments, overtime, bedside instruction, etc.), pension and contributory insurance deductions, direct deposit, tax shelters, dues, and garnishments.
5. Processes and acknowledges all Board approved payroll adjustments (new hires, resignations, terminations, retirements, increment changes, payroll adjustments, and longevity) as it relates to the payroll software.

6. Initiates and maintains payroll records for review by the SBA/BS and appointed independent auditor.
7. Assists the SBA/BS with the preparation of detailed salary and benefits data for the budget and during contract negotiations.
8. Maintains accurate records of various payroll deductions such as tax shelters, dues, garnishments, etc. and ensures payments are completed within statutory timelines. Responds to inquiries regarding payroll related deductions.
9. Initiates semi-monthly electronic funds transfers to appropriate taxing authority, vendors or banks.
10. Reconciles and transmits monthly and quarterly pensions contributions on the State of NJ- Division of Pensions & Pension website.
11. Reconciles and processes W-2s for the district.
12. Processes pension enrollment/ retirement and other documents as required. Processes applications for benefits.
13. Responds to all employee inquiries as related to payroll and benefits.
14. Updates and maintains all substitute payroll and attendance records.
15. Assists with reconciliation of monthly payroll account analysis.
16. Maintains open communication with Human Resources Department to ensure accurate flow of data between the two departments, including collaboration on NJSMART submission for verification purposes.
17. Answers phone when necessary.
18. Inputs attendance for Central Office.
19. Act as the primary contact for employee payroll related questions, inquiries and concerns, and act as the NJHomerom web administrator.
20. Performs other duties as assigned by the Business Administrator/Board Secretary and Superintendent of Schools (includes assisting other Business Office staff, when time permits).

TERMS OF EMPLOYMENT: Twelve month position. Salary to be determined by the Board based on experience and skill level.

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of state law, administrative code, and the board's policy on evaluation of noncertified personnel.

Legal References:

N.J.S.A. 18A:6-7.1 Criminal history record
 N.J.S.A. 18A:16-1 Officers and employees in general
 N.J.S.A. 18A:16-2 Physical examinations; requirement
 N.J.S.A. 18A:17-2 Tenure of secretarial and clerical employees
 N.J.S.A. 18A:4-14, -14.1 Uniform system of bookkeeping for school districts
 N.J.S.A. 18A:34-2 Care and keeping of textbooks and accounting
 N.J.A.C. 6A:23-2 Double-entry bookkeeping and GAAP accounting in local school districts
 N.J.A.C. 6A:32-6 School employee physical examinations
 Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.