

**PLEASANTVILLE PUBLIC SCHOOLS
PLEASANTVILLE, NEW JERSEY
JOB DESCRIPTION**

Business/ Operations

TITLE: PAYROLL SPECIALIST

QUALIFICATIONS:

1. Associates Degree; courses in bookkeeping, accounting and business mathematics.
2. Minimum three (3) years of experience in a related payroll or office position.
3. Effective bookkeeping skills and demonstrated proficiency in data processing and use of automated office equipment and software packages.
4. Experience in purchasing and accounts payable.
5. Good interpersonal and communication skills. High level of interpersonal skills required to interact and effectively communicate with employees, leaders, vendors and others.
6. Good word processing skills
7. Knowledge of automated office equipment and efficient office procedures
8. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment. Have excellent integrity and demonstrate good moral character and initiative.
9. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents and the community.
10. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
11. Provide proof of U. S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
12. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education. During the initial six-month period provide a sworn statement that the individual has not been convicted of a crime or a disorderly person's offense in accordance with 18A:6-7.1.
13. Provide evidence that health is adequate to fulfill the job functions and responsibilities, with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.
14. Pass the state required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
15. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

REPORTS TO: Business Administrator

JOB GOAL: To assist in the administration of the district's payroll program, with a high degree of responsibility, discretion and confidentiality, using independent judgment, in addition to routine work necessary for the smooth and efficient administration of the payroll program.

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 reports. Reviews payroll 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 reports for department. Researches payroll records to assist in the identification and resolution of problems, errors, or inadequacies of payroll information.

PAYROLL SPECIALIST (continued)

2. Records employee information such as personal data, compensation and benefits information. Updates employee information. Examines employee files to answer questions from authorized individuals. May administer aptitude tests, answer phones, and perform other clerical functions.
3. Performs related functions such as:
 - a. Research and answer employee questions regarding pay policies;
 - b. Prepare payroll actions and handle payroll errors;
 - c. Act as a liaison for communication and problem solving;
 - d. Human Resource notices (W-4s and direct deposit requests);
 - e. Audit and review various payroll data (timecards, bonuses, payments);
 - f. Review salary changes, new hire information and status changes;
 - g. Assist in preparing withholding, social security, and tax returns.
4. Compiles and processes payroll information including data entry of timesheets, deductions, and related data. May also be responsible for calculation of over time, 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. Prepares financial statements, income statements, and cost reports to reflect financial condition of the district.
6. Assists Manager with 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 at the Benefits Center to assure compliance with federal, state, and other applicable regulations. Develops and maintains learning plan to ensure expertise through variety of reading, research, learning programs, seminars, etc. Conducts new hire orientations, both group and individual, explaining options and benefits packages.
7. Administers Retirement Program, handles retirement paperwork.
8. Organizes job functions and work assignments to be able to effectively complete assignments within established time frames.
9. Provides customer support for behavioral health appeals, difficult or sensitive claims resolution and for claims resolution for executive staff.
10. Maintains confidentiality of sensitive correspondence, records and information.
11. Performs other related duties as assigned by the superintendent or school business administrator.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job. Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

PAYROLL SPECIALIST (continued)

ENVIRONMENTAL DEMANDS:

1. The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.
2. Exposure to a variety of childhood and adult diseases and illnesses.
3. Occasional exposure to a variety of weather conditions.
4. Exposure to heated/air conditioned and ventilated facilities.
5. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
6. Function in a workplace that is usually moderately quiet but that can be noisy at times.

TERMS OF EMPLOYMENT: 12-month employee, salary and work year as set by the BOE.

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: Pleasantville BOE

Date: September 15, 2015

Revised: June 9, 2020

LEGAL REFERENCES:

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| <u>N.J.S.A.</u> 18A:6-7.1 | Criminal history record |
| <u>N.J.S.A.</u> 18A:16-1 | Officers and employees in general |
| <u>N.J.S.A.</u> 18A:16-2 | Physical examinations; requirement |
| <u>N.J.S.A.</u> 18A:4-14, -14.1 | Uniform system of bookkeeping for school districts |
| <u>N.J.S.A.</u> 18A:34-2 | Care and keeping of textbooks and accounting |
| <u>N.J.A.C.</u> 6A:23A-16 | Double-entry bookkeeping and GAAP accounting |
| <u>N.J.A.C.</u> 6A:32-6 | School employee physical examinations |

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.