EAST RUTHERFORD BOARD OF EDUCATION
250 GROVE STREET
EAST RUTHERFORD, NJ 07073

JOB DESCRIPTION

TITLE:
PAYROLL - HEALTH BENEFITS

REPORTS TO: School Business Administrator/Board Secretary

RESPONSIBILITIES:

To perform payroll and health benefits in an efficient and confidential manner to promote the smooth and efficient operation of the district Business Office; perform those functions in accordance with the I.R.S., NJ Statutes (Title 18A) and regulations and other tasks which may delegated or designated by the School Business Administrator/Board Secretary. Must ensure accuracy of preliminary and final payroll reports timesheets, spreadsheets and account fund distributions, respondent to inquiries and/or requests for data and/or reports; and providing timely and accurate payroll production.

QUALIFICATIONS:

1. Payroll, Accounting, Bookkeeping and Health Benefit experience preferred.
2. High school graduate, college or secretarial school courses preferred.
3. Knowledge of efficient office procedures and business software including Microsoft Word, Excel, QuickBooks, and Google.
4. Experience with Computer Solutions Inc. accounting software preferred.
5. Excellent organizational skills and ability to prioritize work load and meet deadlines.
6. Strong interpersonal and human relations skills; ability to develop good human relationships including establishing and maintaining effective human relationships with employees, as well as, with the general public.
7. Possess qualities of adaptability and versatility; ability to work through interruptions.
8. Report and provide timely and accurate payroll production.
9. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.
10. Ability to self-develop.

DUTIES AND RESPONSIBILITIES:

1. Maintains confidentiality as required and appropriate.
2. Maintains and processes a wide variety of payroll information (e.g. time sheets, withholdings, direct deposits, pre-notes, association dues, longevity, supplements, stipends, W-4's, leaves, salary, levies, garnishments, stipends, investments, voluntary and involuntary contributions, workers compensations, health benefit contributions, etc.) for the purpose of ensuring the availability of documentation and compliance with established policies and regulatory guidelines.
3. Researches discrepancies of payroll information and/or documentation for the purpose of ensuring accuracy and adherence to procedures prior to processing.
4. Prepare and file all quarterly, monthly and yearly required tax related reports and forms timely.
5. Performs data entry pertaining to the Accounting Software and assists in the preparation of the required monthly reports of the School Business Administrator/Board Secretary.
6. Reconcile financial data for the purpose of maintaining accurate account balances and ensuring compliance with established accounting practices.
7. Assists in processing school district purchase orders and run complete account payable process when needed for Enterprise Fund.
8. Participates in meetings, in-service training, workshops, etc. for the purpose of conveying and/or gathering information required to perform job functions.
9. Maintains and processes eligibility pertaining to Health Benefits administration (medical, dental, vision, COBRA) information for all district employees.

TERMS OF EMPLOYMENT: Salary, terms and conditions based on experience.

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of the Board of Education's Policy on evaluation of non-certificated personnel.

APPROVED: May 25, 2023

Legal References:
N.J.S.A. 18A:6-7.1 through- 7.5 Criminal history record

N.J.S.A. 18A:16-1 Officers and employees in general
N.J.S.A. 18A:16-2 Physical examinations; requirements
N.J.S.A. 18A:17-2 Tenure of secretarial and clerical employees
N.J.A.C. 6:3-4A Requirements of physical examinations
Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.