

JOB DESCRIPTION

BARNEGAT TOWNSHIP SCHOOL DISTRICT

PAYROLL SPECIALIST

QUALIFICATIONS:

1. High School Diploma
2. Five (5) years related Payroll or School Business Office experience.
3. Proficient knowledge in state employment and federal employer/ee reporting requirements.
4. Demonstrated organizational, time management, communication and interpersonal skills.
5. Must possess strong computer competency skills in spreadsheets and analysis, database and presentational software and knowledge of general office equipment operations and maintenance.
6. Must be able to complete payroll for >300 employees.

REPORTS TO: Business Administrator

JOB GOAL:

Perform efficiently the preparation and control of all payroll for the Board of Education and report all functions to the Business Administrator.

PERFORMANCE RESPONSIBILITIES:

1. Update payroll data base as necessary. Process any changes in mandatory and voluntary deductions. Prepare, verify and submit payment for vouchers and employees' contracted semi-monthly salary. Transmit direct deposit file to bank. Upload employee portal pay stub file. Prepare payroll transfer sheet for payroll and agency accounts and submit to Accounting Specialist. Process federal and state tax payments. Report the State Share of Social Security contributions to the NJ Department of Education. Process agency checks and ACH payments for mandatory and voluntary deductions.
2. Enroll new employees in TPAF, PERS and DCRP. Assist employees with pension matters such as transfer, withdrawal, retirement and assist beneficiary with death benefit claim. Complete the TPAF and PERS quarterly Report of Contributions and submit to the NJ Division of Pensions.
3. Prepare and submit state and federal quarterly reports (IRS Form 941, NJ-927, NJWR-30, Multiple Worksite report). Prepare and verify year end W-2 information. Process and distribute year end W-2 forms to all employees. Transmit W-2 information to the Internal Revenue Service, State of New Jersey Division of Revenue and the Social Security Administration by established due dates.

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4. Interact with staff to resolve payroll matters. Complete verifications of employment. Prepare information requested by School District Auditor. Disseminate information requested by other staff members in district.
5. Maintain level of confidentiality in Payroll and Budget matters.
6. Submit all documents for authorization and approval prior to execution and submission to Business Administrator. Report all issues to Business Administrator.
7. Other related tasks as assigned.

TERMS OF EMPLOYMENT:

Salary and work year to be determined by the Board of Education.

EVALUATION:

Performance of this job will be evaluated annually in accordance with State law, administrative code, and the provisions of the Board's policy on evaluation of non-certified staff.

LEGAL REFERENCES:

<u>N.J.S.A.</u> 18A:4-14	Uniform system of bookkeeping for all school districts
<u>N.J.S.A.</u> 18A:6-7.1-7.5	Criminal history record;
<u>N.J.S.A.</u> 18A:12	School Ethics Act
<u>N.J.S.A.</u> 18A:16-1	Officers and employees in general
<u>N.J.S.A.</u> 18A:17-13	Assistant and acting secretaries; appointment, powers and duties
<u>N.J.S.A.</u> 18A:17-14	Clerks in the secretary's office
<u>N.J.S.A.</u> 18A:18A	Public School Contract Law
<u>N.J.S.A.</u> 18A:22	Budget and Appropriations
<u>N.J.S.A.</u> 47:1A	Public access to government records
<u>N.J.A.C.</u> 6A:23	Finance and business services
<u>N.J.A.C.</u> 6A:26A	District comprehensive maintenance plans
<u>N.J.A.C.</u> 6A:27	Student transportation
<u>N.J.A.C.</u> 6A:32	District operations

All applicable Internal revenue service guideline's And NJ Division of taxation.