

PUBLIC SCHOOLS OF EDISON TOWNSHIP  
Office of Human Resources

**JOB DESCRIPTION**

**I. TITLE**

Payroll Supervisor

**II. PRIMARY FUNCTION**

Assume the responsibility for the accurate and efficient running of the district payroll department including all required reporting to federal and state agencies ensuring compliance with all legal requirements

**III. REPORTS TO**

Board Secretary/Business Administrator or designee

**IV. QUALIFICATIONS**

- BA in accounting and several years' experience in a payroll department preferred
- Experience in a school district payroll office preferred
- Must be familiar with computer equipment
- Demonstrated successful payroll skills and communication skills
- Such other qualifications of academic, professional and personal excellence as the Edison Township Board of Education may specify

**V. MAJOR DUTIES AND RESPONSIBILITIES**

- Supervise and coordinate all payroll procedures, ensuring their compliance with federal and state requirements and Board policy
- Monitor software payroll programs to ensure compliance with GAAP and auditor requirements
- Coordinate work the Board Secretary/Business Administrator and Records Control Supervisor to encumber the payroll in the general ledger to comply with GAAP
- Supervise the preparation of all required reports to federal and state agencies
- Supervise the processing of all pension-related requests and forms
- Organize and supervise the work schedule of all payroll employees to ensure that payroll obligations are met on schedule
- Interview, train and evaluate all payroll employees
- Prepare and maintain deposits for salary accounts and all related agency disbursement accounts
- Maintain accurate personnel payroll computer data via close communications with personnel office
- Keep abreast of ever changing laws and requirements dealing with payroll
- Perform other related duties as directed by the Superintendent or designee

**VI. TERMS OF EMPLOYMENT**

Twelve-month position – Exempt Group – Salary as determined annually by the Board of Education