

PUBLIC SCHOOLS OF EDISON TOWNSHIP  
Office of Human Resources

**JOB DESCRIPTION**

**I. TITLE:**

Administrative Secretary – Payroll

**II. PRIMARY FUNCTION**

In accordance with established procedures, perform efficiently and accurately the detailed payroll functions under the direction of the payroll supervisor

**III. REPORTS TO**

Payroll Supervisor

**IV. QUALIFICATIONS**

- Proficient in math and use of computers
- School payroll experience preferred
- Detailed-oriented with a strong emphasis on accuracy
- High school diploma with bookkeeping experience preferred
- Good communication skills in dealing with Central Office, school personnel and public
- Such other qualifications of academic, professional and personal excellence as the Edison Township Board of Education may specify

**V. MAJOR DUTIES AND RESPONSIBILITIES**

- Maintain, compute and verify salaries for all district employees
- Process all necessary changes, additions and deletions to payroll records
- Maintain accurate controls and balances for all payrolls
- Complete bank reconciliations and required reports for the salary and agency accounts
- Process pension application insuring all enrollments meet state requirements
- Answer and clarify payroll questions/problems concerning payroll
- Maintain salary records for all regular employees
- Calculate and process pay for overtime and extra duty pay in compliance with contracts
- Check and reconcile quarterly pension reports for TPAF and PERS insuring monthly and quarterly payments are made as required
- Prepare payroll requisitions as needed
- Perform such other duties as may be assigned by the Superintendent and/or designee

**VI. TERMS OF EMPLOYMENT**

Twelve-month position work year and salary as per BOE/ESEA contract

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Job Description/Section VII SECRETARIAL Administrative Secretary - Payroll

APPROVED: November 22, 2010