

PUBLIC SCHOOLS OF EDISON TOWNSHIP
Office of Human Resources

JOB DESCRIPTION

I. TITLE:

Administrative Secretary – Payroll Voluntary Deductions

II. PRIMARY FUNCTION

In accordance with established procedures, perform efficiently and accurately the detailed payroll deduction functions, process time sheets and process and monitor Workers' Compensation claims 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 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

- Manage disability plan for all participating employees including completion of the claim forms
- Process time sheets for each pay period
- Monitor timely submission of all Workers' Compensation claim forms and monitor the district's third party administration for efficient processing and closure of claims
- Prepare agency checks for distribution of salary deductions
- Monitor the US Savings Bond Program for all interested personnel which includes the distribution of information and enrollment cards and processing information to the Federal Reserve Bank and payroll program
- Implement at the direction of the court system a levy/lien on employees' pay and program into computer payroll system
- Process and program all employee requests for credit union enrollment with all payroll deductions collected, reconciled and mailed to the credit union
- Process and program all applications for loans from the New Jersey pension system and computerized pension system payment schedule
- Calculate and enter all payment schedules for union duties and forward monies to union treasurers
- 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/ETEA contract

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Job Description/Section VII SECRETARIAL Administrative Secretary - Payroll - Voluntary Deductions

APPROVED: November 22, 2010