



RANDOLPH TOWNSHIP SCHOOLS
25 SCHOOL HOUSE ROAD, RANDOLPH, NJ 07869

JOB DESCRIPTION

TITLE:

Payroll Supervisor

REPORTS TO:

Business Administrator

QUALIFICATIONS:

Five years in principles and practices of school board payroll process. Ability to utilize technology to accomplish assigned tasks.

GENERAL DESCRIPTION:

The payroll supervisor is responsible for ensuring the accuracy of a semi monthly payroll; funds distribution; responding to inquiries and request for data; and for all record keeping associated with the payroll.

RESPONSIBILITIES MAY INCLUDE, BUT ARE NOT LIMITED TO:

1. Compiles payroll data from a variety of sources (e.g. time sheets, salary adjustments, union dues, benefits, leave of absences, tax deposits, etc.) for the purpose of disseminating a semi monthly payroll.
2. Assists auditors for the purpose of providing supporting documentations and/or information that is required for audit.
3. Maintains a variety of payroll information (e.g. direct deposits, W-4s, garnishments, tax shelter investments, voluntary and involuntary contributions, etc.) for the purpose of documenting activities.
4. Reconciles payroll account balances within the agency account.
5. Enrolls employees in the State of New Jersey Pension plans.
6. Processes and prepares payroll related quarterly reports (e.g. Federal 941s, NJ State 927s and WR-30s, TPAF and PERS Report of Contributions, etc.)
7. Participates in workshops, in-service training for the purpose of gathering information required to perform job functions.
8. Prepares and submits a variety of payroll related documents. (e.g. ACH transfers, voluntary and involuntary contributions, on line paystubs, W-2s, verification of employment and salary, etc.) for the purpose of distributing information to the appropriate parties.
9. Performs such other tasks and assumes such other responsibilities as assigned by the Business Administrator.

WORK YEAR: Twelve-month position.

DATE APPROVED:

August 20, 2013

BY:

Board of Education