

# Attachment C-1

## Sayreville Public Schools Job Description – PAYROLL AND BENEFITS COORDINATOR

<b>TITLE</b>	<b>Payroll and Benefits Coordinator</b>
<b>QUALIFICATIONS</b>	<ol style="list-style-type: none"><li>1. A Bachelor's Degree from an accredited college or university in related field.</li><li>2. At least five years of experience in payroll and benefits related position.</li><li>3. Supervisory experience preferred.</li><li>4. Appropriate and acceptable alternatives to the above qualifications will be accepted at the discretion of School Business Administrator, Director of Human Resources, and/or Superintendent of Schools.</li></ol>
<b>REPORTS TO</b>	School Business Administrator/Board Secretary
<b>JOB GOAL</b>	To accurately and efficiently coordinate and supervise the district payroll, health benefits programs and Payroll/Benefits staff.
<b>PERFORMANCE RESPONSIBILITIES</b>	<ol style="list-style-type: none"><li>1. Provides direct supervision of the Payroll and Health Benefits staff.</li><li>2. Assumes the responsibility of payroll preparation and distribution and oversees the administration of the district health benefits programs.</li><li>3. Responsible for the preparation and administration of all accounting documents related to payroll and benefits in accordance with state and local auditing requirements.</li><li>4. Maintains and ensures the accurate compensation of contractual salaries, stipends and payments as approved by the Board of Education for all employees.</li><li>5. Ensures that the health benefits programs coordinated through the district insurance broker are in compliance with all collective bargaining agreements.</li><li>6. Maintains the premiums in the financial accounting, payroll, and personnel software; and ensures the accuracy of employee contributions related to the district health benefits programs.</li><li>7. Tests for compliance with established policies and financial practices; and analyzes the efficiency of operational methods related to payroll and health benefits.</li><li>8. Communicates to all appropriate staff members the systems for internal controls; and continuously monitors and tests internal controls related to payroll and health benefits to ensure the safeguarding of district assets.</li></ol>

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9. Reconciles and transmits all payroll agency deductions, including but not limited to: state and federal taxes, pension, health care, union and professional dues, tax shelter annuity programs, garnishments, etc.
10. Ensures the distribution of each payroll to appropriate budget line accounts and that proper budgetary codes are changed as needed.
11. Ensures the reconciliation of payroll budgetary accounts against the position control roster prior to running every payroll.
12. Ensures the monthly reconciliation of payroll, payroll agency, prescription and dental bank accounts.
13. Prepares correspondence related to district payroll and benefits activities on an as needed basis.
14. Responds to employee inquiries regarding payroll and benefits in a timely manner and proactively communicates changes to employees on an as needed basis.
15. Completes NJ Division of Pensions and NJ Department of Labor requests for wage and separation information.
16. Analyzes quarterly unemployment reports for accuracy and disputes any discrepancies.
17. Serves as liaison with Human Resources and Business Office staff on all payroll and health benefit related items.
18. Assists the School Business Administrator/Board Secretary with the district's annual external audit.
19. Oversees and assigns tasks to staff assigned to payroll and health benefits on a daily basis, and participates in the annual evaluation of them.
20. Participates in Administrative Staff meetings and attends other meetings and seminars as necessary.
21. Prepares and submits reports and other documents as required by the Superintendent and the Board of Education.
22. Performs other duties associated with the position as assigned by the School Business Administrator or Superintendent of Schools.

**TERMS OF EMPLOYMENT:** Twelve months per year.  
Salary as determined by The Board of Education.

**EVALUATION:** Performance of this position will be evaluated in accordance with the Board of Education's policies and procedures on evaluation of administrative personnel.

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