

**CUMBERLAND REGIONAL SCHOOL DISTRICT
BRIDGETON, NEW JERSEY**

JOB DESCRIPTION

ASSISTANT TO BUSINESS ADMINISTRATOR

QUALIFICATIONS

1. B.A. / B.S. in Accounting/Business Administration or 5+ years of management experience in business operations. Must have extensive experience in payroll, benefits and computer systems.
2. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

REPORTS TO

Business Administrator and/or Superintendent.

JOB GOAL

To assist Business Administrator in the daily operation of school district.

PERFORMANCE RESPONSIBILITIES

A. Process Bi-Weekly Payroll

1. Tallying employee weekly timesheets.
2. Inputting hours into computer.
3. Balancing computer totals to control figures.
4. Printing and preparing paychecks for distribution.
5. Employee file maintenance, pension certifications, direct deposits, retros, deductions, etc.
6. EFT federal tax deposits.
7. EFT state tax deposits.
8. DOENET FICA reimbursement via internet.
9. Direct deposit ach transfers via modem.
10. Processing garnishment, credit union, payroll account, payroll deduction account and board share FICA reimbursement PO's and checks.
11. Processing payroll reports and related spreadsheets.

B. Quarterly Report Processing

1. 941 Federal Tax Report.
2. UC27 and WR30 State Unemployment Reports.
3. PERS and TPAF Reports.

C. Yearly Report Processing

1. W-2 Processing, Balancing, and Distribution.
2. Federal Magnetic Media Filings.
3. State Magnetic Media Filings.

D. Other Duties

1. Wage and Separation Reports.
2. Department of Labor Surveys.
3. Process monthly health benefits purchase orders.
4. Processing pension enrollments.
5. Troubleshooting and correcting any employee related payroll problems.
6. Processing all pension loans, pension time buy backs, and retirement certifications.
7. Monthly payroll deduction account recap and related reports for bank reconciliation preparation.
8. Contacting and working with the bank to correct any problems found on monthly bank reconciliations.
9. Preparing and inputting all payroll related employee budgetary information.
10. Daily computer system backups.
11. Month-end board secretary report processing.
12. To assist business administrator in any areas of operation not listed above on an as needed basis.
13. Balancing monthly payroll deduction totals and comparing them to the monthly invoices from various tax shelters and annuities, disabilities, NJEA, pensions, P A Dept of revenue, summer savings program and garnishments. After all differences are reconciled, checks are cut to all vendors, copies are made of all checks and invoice changes and a check ledger is compiled and forwarded to the Superintendent so that they can perform monthly agency account bank reconciliations.

APPROVED BY: **Cumberland Regional Board of Education**
DATED: **February 12, 2009**
AMENDED: **February 28, 2013**
AMENDED: **September 28, 2017**