

WATCHUNG BOROUGH PUBLIC SCHOOLS

JOB DESCRIPTION

JOB DESCRIPTION: **CONFIDENTIAL ASSISTANT TO THE BUSINESS ADMINISTRATOR/BOARD SECRETARY & PAYROLL/BENEFITS COORDINATOR**

REPORTS TO: **BUSINESS ADMINISTRATOR/BOARD SECRETARY**

QUALIFICATIONS: High School diploma; courses in bookkeeping, accounting and business mathematics at a collegiate level preferred.
Minimum of three years' experience in central office or school office.
Ability to use Word, Google Apps, Excel, and other financial programs.
Effective secretarial skills with attention to detail and deadlines.
Possess strong organizational, communication, and interpersonal skills.
Maintains strict confidentiality and high level of professionalism in the performance of all assigned duties.
Required fingerprinting and criminal history background check.

JOB GOAL: Serves as the Business Administrator's confidential secretary and assists the Business Administrator in selected business functions.

PERFORMANCE RESPONSIBILITIES

(Administrative Assistant):

1. Submits advertisements and notifications to newspapers in accordance with Sunshine Law and other requirements.
2. Executes the minutes of regular monthly board meetings, special meetings, committee meetings, and executive sessions.
3. Assists the Records Custodian with OPRA compliance.
4. Assists the Business Administrator with grant programs.
5. Maintains files.
6. Assists with annual audit.
7. Manages the retention of records according to State of New Jersey – Division of Archive & Records.
8. Supports Board members with workshop registrations and travel.
9. Works with insurance companies to provide information regarding student and employee incidents and worker's compensation.
10. Assists with disposable records process, including and not limited to labeling items for scanning and disposal.
11. Performs other duties as assigned by the Business Administrator/Board Secretary.

PERFORMANCE RESPONSIBILITIES

(Payroll/Benefits Coordinator):

1. Compiles and processes payroll information including data entry of timesheets, deductions, and related data to produce two payrolls per month.
2. Prepares and submits payroll related documents as needed (e.g. direct deposits, voluntary and involuntary contributions, verifications of employment and salary, etc.).
3. Serves as the primary contact for employee payroll related questions, inquires and concerns.
4. Enrolls new hires in benefits, process changes and terminate benefits as employees leave the district.
5. Communicate salary, benefits, and pensions information to staff.
6. Works closely with Human Resources in maintaining correct information for new hires, transfers and terminations.
7. Enrolls and manages employees in the State of New Jersey Pension plans.
8. Reviews benefit invoices for accuracy and functions as first point of contact for benefit vendors.

9. Manages and reconciles Payroll and Agency accounts.
10. Assists with annual Open Enrollment process.
11. Prioritizes job functions and work assignments to be able to effectively complete assignments within established time frames.
12. Maintains confidentiality of sensitive correspondence, records and information.

TERMS OF

EMPLOYMENT:

12 Month non-affiliated position. Salary commensurate with experience.

EVALUATION:

Performance of this job will be evaluated annually in accordance with the provision of Board of Education policy on evaluation of non-certified personnel.

APPROVED:

Revised 4/2024