

**SOUTH AMBOY SCHOOL DISTRICT  
SOUTH AMBOY, NJ 08879**

**JOB DESCRIPTION**

Central Office Administration

NONCERTIFIED

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**TITLE: Payroll & Benefits Coordinator**

**QUALIFICATIONS:**

1. Four- Year College Degree; courses in business, human resources, preferred.
2. Minimum experience as determined by the board
3. Effective bookkeeping skills and demonstrated proficiency in data processing and use of automated office equipment and software packages
4. Experience with payroll information system.
5. Good interpersonal and communication skills. High level of interpersonal skills required to interact with employees, leaders, vendors and others
6. Required criminal history check and proof of U.S. citizenship or resident alien status

**REPORTS TO:** School Business Administrator/Board Secretary

**JOB GOAL:**

To coordinate all aspects of the district's payroll and benefits program, with a high degree of responsibility, discretion and confidentiality, using independent judgment, in addition to routine work necessary for the smooth and efficient administration of the payroll and benefits program.

**PERFORMANCE RESPONSIBILITIES:**

1. Posts payroll transactions to various registers; and assists in preparing, adjusting, and closing journal entries and prepares various payroll reports. Reviews payroll transactions for accuracy and completeness, verifies against appropriate documentation, inputs payroll data into the computer for tracking, manipulation, and reporting purposes; and compiles and prepares specialized payroll reports for department. Researches payroll records to assist in the identification and resolution of problems, errors, or inadequacies of payroll information.
2. Performs related functions such as:
  - Prepare and ensure the timely and accurate development and submission of payroll distributions as scheduled.
  - Through understanding of contractual obligations as they relate to salaries and hourly rates for a variety of positions based on the negotiated agreements.
  - Prepare and submit all tax payments and returns as required. Annually, prepare and distribute W2's and other required reporting to all employees.
  - Enroll personnel, prepare, and submit all pension reports (quarterly and annually) as required.
  - Enroll/terminate employees in medical, prescription, and dental employee benefit programs, ensuring active listing and payroll accounting is accurate at all times.
  - Administer COBRA plan and payments as required
  - Administer Flexible Spending Plan accounts and payments as required.
  - Be responsible for 403B administration, in concert with third party administrator, and deductions as required.
  - Assist HR office in representing the employer with State Unemployment issues including information necessary for the preparation of documents requested, and participate if required in hearings.
  - Be competent in the knowledge and utilization of Systems 3000, ASEOP as well as other computer products that are applicable to this position.
  - Demonstrated high level of skill with use of Excel, Word, general computer software applications.
  - Review and keep track of all Superintendent recommendations to the Board of Education relating to payment of stipends, hourly rates, leaves of absence and other changes of additions.

## SECRETARY FOR PAYROLL AND EMPLOYEE BENEFITS (continued)

- Ability to interface with staff and answer questions and problem solve regarding individual's payroll issues and concerns.
  - This position also will be responsible for any other duties as assigned by the Business Administrator.
3. Compiles and processes payroll information including data entry of timesheets, deductions, and related data. May also be responsible for calculation of over time, incentive pay, shift differential etc. Calculates pay by multiplying applicable hours by rate. Prepares deductions for authorized and mandatory deductions. May enter data on hires, terminations, and wage adjustments. Prepares and maintains periodic payroll reports to include earnings, tax, and deduction summaries. Serves as the primary contact for employee payroll related questions, inquiries, and concerns.
  4. Coordinates and assists with implementation of specific district benefit programs for benefit-eligible employees. Act as liaison to employees, insurance carriers, health care providers.
  5. Assists with annual Open Enrollment process and other special projects as needed. Originates and implements informational sessions. Maintains a high level of knowledge and skill regarding State and Federal laws and regulations governing employee benefits and how they pertain to benefit plans administration, e.g., ERISA, COBRA, HIPAA. Monitors administration of existing programs to assure compliance with federal, state, and other applicable regulations. Develops and maintains learning plan to ensure expertise through variety of reading, research, learning programs, seminars, etc. Conducts new hire orientations, both group and individual, explaining options and benefits packages.
  6. Administers Retirement Program, handles retirement paperwork.
  7. Organizes job functions and work assignments to be able to effectively complete assignments within established time frames.
  8. Provides customer support for behavioral health appeals, difficult or sensitive claims resolution and for claims resolution for executive staff.
  9. Maintains confidentiality of sensitive correspondence, records and information.
  10. Serves as the back-up receptionist.
  11. Serves as the Board Office mail clerk.
  12. Performs other related duties as assigned by the superintendent or school business administrator.

### **TERMS OF EMPLOYMENT:**

- This is a full-time, 12-month position. The employee shall follow the administrative calendar, July 1 to June 30. Compensation shall be determined by the Board consistent with the negotiated agreement, if one shall apply.
- Health benefits shall apply to full-time employees as defined by Board Policy or as defined by a negotiated agreement, if one shall apply.
- Additional terms and conditions of employment may be set forth in the employee's individual employment contract.

### **ANNUAL EVALUATION:**

Performance shall be evaluated by the Business Administrator/Board Secretary, consistent with Board Policy, State Law and Code where applicable.

Approved by: South Amboy Board of Education

Date: November 30, 2020

Revised: