

MATAWAN-ABERDEEN REGIONAL SCHOOL DISTRICT
Payroll Manager

QUALIFICATIONS:

1. High School graduate.
2. Prior successful payroll experience.
3. Expertise with computers in data processing and spreadsheets.
4. Effective analytical ability and communication skills.
5. Strong interpersonal skills.
6. Strong organizational skills.
7. Leadership ability, especially when working with teams.
8. Ability to manage multiple projects and tasks at one time.
9. Experience with Systems 3000 preferred.
10. Meets such alternatives to the above qualifications as the board may find appropriate and acceptable.

TERMS OF EMPLOYMENT:

Twelve-month year position, unaffiliated. Salary to be determined annually by the Matawan-Aberdeen Regional Schools Board of Education based on experience, responsibility, and job performance.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation.

PRIMARY FUNCTION:

To operate, manage, and implement a payroll system for the school district with all of the responsibilities connected with a payroll system. To prepare confidential financial information for the School Business Administrator in connection with negotiations with the professional associations.

REPORTS TO:

School Business Administrator/ Board Secretary

PRIMARY/PERFORMANCE RESPONSIBILITIES:

1. Maintains, in an organized fashion, all records relative to payroll as required by federal, state, and board policy.
2. Review confidential personnel files and records for the purpose of calculating salaries, benefits, deductions and determining other information necessary for payroll operations.
3. Manage and maintain all data and make necessary changes prior to running payroll.
4. Institute and manage a purging system and schedule in accordance with law.
5. Maintain communication pertinent to payroll.
6. Prepares payroll for all district employees in accordance with all federal and state laws, and in accordance with board policy.
7. Prepares payroll summary each pay period for the Treasurer of School Monies.

8. At the direction of the School Business Administrator and/or the Superintendent of Schools, prepare confidential financial information and cost analysis in conjunction with the negotiation process.
9. At the direction of the School Business Administrator and/or the Superintendent of Schools, prepare confidential financial information and cost analysis in conjunction with the grievance process.
10. Prepare and reconcile monthly social security contribution reports sent to the state.
11. Prepare and reconcile 941 report.
12. Prepare and reconcile the NJ 927 Report, the WR-30 Report, and Multiple Worksite report quarterly.
13. Reconcile and distribute W-2 forms annually; prepare and remit reconciliation forms to federal and state government.
14. Reconcile TPAF and PERS pension and contributory insurance quarterly reports; prepare checks and transmittal forms.
15. Annually determine voucher due dates for payroll.
16. Calculates all extra pay vouchers monthly and charges the payroll to the appropriate line item.
17. Enroll staff in automatic payroll program as well as the appropriate pension systems.
18. Receive all W4 forms for employees and maintain file.
19. Reconcile the payroll agency account, the payroll account, and the unemployment account on a monthly basis and share with the Assistant Business Administrator.
20. Working with the School Business Administrator, encumbers payroll line items for the school year and monitors the balances in each line item on a monthly basis and reports to the School Business Administrator and the Assistant School Business Administrator when there is a deviation.
21. Prepares all agency checks for proper agencies covering employee monthly deductions; update records each month for any employee changes, reconcile spreadsheet monthly for deposits and payments of all agency checks.
22. Prepare all imputed income calculations.
23. Be prepared to respond to auditor's requests.
24. Performs other duties as assigned by the School Business Administrator/Board Secretary and/or designee.

ADOPTED BY BOARD: February 8, 2021

DATE: _____

AGREED TO BY INCUMBENT: _____

DATE: _____