



# KINGSWAY REGIONAL SCHOOL DISTRICT JOB DESCRIPTION

## Payroll Administrator

(Rev. 12/17/2012, Rev. 04/28/2016)

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### Qualifications:

1. Bachelor's degree in business administration preferred; Associate's degree in finance/accounting;
2. Minimum of three years' related work experience in a public school system in New Jersey;
3. Demonstrated knowledge in the preparation of a payroll in accordance with the regulations established by the Internal Revenue Service and applicable state agencies;
4. Knowledge of Microsoft Office software package; Systems 3000 Visual Payroll, Visual Personnel and Fund Accounting preferred;
5. Ability to communicate effectively;
6. Required criminal history review background check and proof of U.S. citizenship or legal resident alien status;
7. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

### Reports To:

School Business Administrator/Board Secretary

### Job Goal:

Provide payroll services in an organized and professional manner. These services are to be in accordance with all regulations of the appropriate governmental authorities. Goals are for both Kingsway Regional and South Harrison School District..

### Performance Responsibilities:

1. Time sheets – compile and insure accuracy of all time sheets submitted from various departments of the school district.
2. Payroll processing – input payroll data into software package and generate paychecks and all accompanying reports.
3. Transmittals – prepare all semi-monthly, monthly and quarterly transmittals to all federal, state and local agencies in a timely manner
4. Payroll agency account – process all payments from the payroll agency account and maintain account balances and reconcile these balances to the bank accounts.
5. Net payroll account – maintain all necessary records and bank statements for net payroll account. Prepare monthly reconciliations.
6. Analyze payroll distributions and reconcile discrepancies as needed.
7. Oversee the enrollment/termination of District personnel in the applicable pension systems. Process transfers, retirement applications, and loan requests on a timely basis.
8. Responsible for direct deposit, positive pay for payroll, transfers of state and federal taxes, and journal entries for payroll transactions.
9. Review unemployment claims and attend unemployment hearings as necessary.
10. Prepare year-end W-2 forms.
11. All other duties as assigned by the School Business Administrator
12. Perform all other responsibilities and duties as may be assigned by the Superintendent of Schools and/or his/her designees.



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### Employment conditions:

Contract year:	July 1 to June 30
Job Family	Business Office Support
Pay Grade/Compensation Structure:	G12
Evaluation:	In accordance with Board policy
Job Code:	9300