SOUTH BERGEN JOINTURE COMMISSION
JOB DESCRIPTION

TITLE: **PAYROLL/BENEFITS COORDINATOR**

QUALIFICATIONS:

1. Demonstrates competence in the use of business machines, computers, accounting procedures, software involving business and accounting processes.
2. Experience or training in typing, data entry on computer, word procession and the use of office equipment.
3. High School Diploma / Bachelor's Degree with course training in bookkeeping, accounting and other business related course work.
4. Experience in keeping the general accounting ledger.
5. Two years of experience in payroll, billable/accounts payable/ receivables, and other general accounting areas.
6. Such alternatives to the above qualification as the Jointure Commission may find appropriate and acceptable.

REPORTS TO: Business Administrator and Assistant Business Administrator

JOB GOAL: To coordinate all aspects of employee payroll and benefits administration.

PERFORMANCE RESPONSIBILITIES:

1. Computes and processes all payrolls, ensuring that taxes, retirement, employee benefit contributions, insurance, annuities and all other deductions are properly made.
2. Processes all Pension and DCRP enrollments to ensure proper set up of deductions in payroll system.
3. Processes all corresponding accounting entries for the Payroll Agency account. Reconciles the account monthly.
4. Prepares all quarterly and/or annual tax forms relating to payroll matters.
5. Maintains spreadsheets for waiver payments, insurance buy ups and health benefits as needed.
6. Establishes and maintains records, logs and files as directed.
7. Processes all Health, Prescription and Dental Insurance applications and verification of the corresponding monthly bills. Inputs of all benefit information in the Personnel management.
8. Prepares COBRA applications for terminated employees.
9. Processes all Flexible Spending Account and any other benefit related applications and corresponding reports for Payroll processing.
10. Prepares and submits annual W2s, 1095s and/or any other required Payroll or Health Benefit tax forms.
11. Carries out all other duties as may be assigned by the Business Administrator.

TERMS OF EMPLOYMENT:	Twelve (12) month position Sick days: twelve (12) days Vacation: ten (10) days Holidays: as scheduled on the 12 month calendar Salary to be established by the Board Other terms as specified in the professional's contract-098765-
EVALUATION:	Performance of this job will be evaluated in accordance with the provisions of the Board's policy on evaluation of Administrative, Support Services, Certificated or Non-Certificated Personnel.

ADOPTED BY THE BOARD OF EDUCATION: 12.13.17
Revised:

Michael Kuchar, Ph.D.
Superintendent