

**CUMBERLAND REGIONAL SCHOOL DISTRICT****JOB DESCRIPTION****ASSISTANT TO BUSINESS ADMINISTRATOR  
(Confidential Employee)****JOB GOAL**

To assist Business Administrator in the daily operation of the school district.

**QUALIFICATIONS**

1. B.A. / B.S. in Accounting/Business Administration **or** 5+ years of management experience in business operations. Must have extensive experience in payroll, benefits and computer systems.
2. Knowledge and experience with processing pension forms.
3. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

**DUTIES/RESPONSIBILITIES****A. Process Payroll**

1. Tallying employee weekly timesheets.
2. Inputting hours into computer.
3. Balancing computer totals to control figures.
4. Printing and preparing paychecks for distribution as needed.
5. Employee file maintenance, pension certifications, direct deposits, retros, deductions, etc.
6. EFT federal tax deposits.
7. EFT state tax deposits.
8. FICA reimbursement via internet.
9. Direct deposit ACH transfers.
10. Processing garnishment, credit union, payroll account, payroll deduction account and board share FICA reimbursement PO's and checks.
11. Processing payroll reports and related spreadsheets.

**B. Quarterly Report Processing**

1. 941 Federal Tax Report.
2. UC27 and WR30 State Unemployment Reports.
3. PERS and TPAF Reports.

**C. Other Duties**

1. W-2 Processing, Balancing, and Distribution.
2. Wage and Separation Reports.
3. Department of Labor Surveys.
4. Processing pension enrollments.
5. Troubleshooting and correcting any employee related payroll problems.
6. Processing all pension loans, pension time buy backs, and retirement certifications.
7. Monthly payroll deduction account recap and related reports for bank reconciliation preparation.

8. Preparing and inputting all payroll related employee budgetary information.
9. Month-end board secretary report processing.
10. Balancing monthly payroll deduction totals and comparing them to the monthly invoices from various tax shelters and annuities, disabilities, NJEA, pensions, P A Dept of revenue, summer savings program and garnishments.
11. Adhere to related Federal laws, New Jersey school law, State Board of Education rules and regulations, Board of Education policies, regulations and procedures.
12. Performs any other tasks in association with the specific position as directed by the School Business Administrator or Superintendent.

### **ESSENTIAL SKILLS/ABILITIES**

1. Detail-oriented and professional.
2. Proficiency with technology resources including payroll software.
3. Ability to work independently and reliably.
4. Ability to organize and prioritize tasks.
5. Knowledge of, or ability to quickly acquire, familiarity with the roles and function of the assigned department, and any specifically applicable laws or guidelines.
6. Regular attendance.
7. Prolonged periods sitting at a desk and working on a computer.
8. Ability to lift up to 25 pounds at a time on occasion.

### **REPORTS TO**

School Business Administrator and/or Superintendent.

### **TERMS OF EMPLOYMENT**

Twelve-month contract. Salary and work year to be determined by the Board of Education.

### **EVALUATION**

Performance of this job will be evaluated twice each year by the School Business Administrator/Board Secretary utilizing the district's evaluation instrument.

\*This job description is subject to change at any time.

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APPROVED BY: **Cumberland Regional Board of Education**  
 DATED: **February 12, 2009**  
 AMENDED: **February 28, 2013**  
 AMENDED: **September 28, 2017**  
 AMENDED: **November 20, 2024**