

JOB DESCRIPTION

— PATERSON BOARD OF EDUCATION

BUSINESS OFFICE
4511 Assistant Supervisor of Payroll
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REVISED

JOB TITLE: ASSISTANT SUPERVISOR OF PAYROLL

REPORTS TO: Supervisor of Payroll

SUPERVISES: Designated Payroll Office Personnel

NATURE AND SCOPE OF JOB:

The Assistant Supervisor of Payroll assists the Supervisor of Payroll in all of the functions involved in the preparation of the district's payroll and maintenance of district records related to employee earnings and deductions.

QUALIFICATIONS:

The Assistant Supervisor of Payroll shall:

1. Hold a high school diploma or its equivalent.
2. Have three (3) years' experience in payroll processing, supervisory experience helpful.
3. Have successful prior experience in payroll processing department.
4. Hold a valid driver's license with no serious violations.
5. Have excellent integrity and demonstrate good moral character.
6. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents and the community.
7. Demonstrate the ability to read, write, speak, understand and/or communicate in English sufficiently to perform the duties of this position.
8. Demonstrate the ability to use electronic equipment for work processing, data management, information retrieval, visual presentations, and telecommunications.
9. Provide proof of U.S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
10. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education. During the initial six month period provide a sworn statement that the individual has not been convicted of a crime or a disorderly person's offense in accordance with 18A:6-7.1.

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11. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.
12. Pass the state required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
13. Meet such alternatives to the above qualifications as the Superintendent may deem appropriate, acceptable and legal.

VERIFICATIONS OF COMPETENCY:

1. District application and resume.
2. Required documentation outlined in the qualifications above.
3. A minimum of three letters of reference from former employers, teachers, professors or other professional sources.
4. Employment interview.

EMPLOYMENT TERMS:

The Assistant Supervisor of Payroll shall be employed under the following terms:

1. Work year of twelve months.
2. Salary, benefits, leave time and conditions as negotiated.
3. Conditions established by laws and codes of the State, and policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et. seq.).

JOB FUNCTIONS AND RESPONSIBILITIES:

The Assistant Supervisor of Payroll shall:

1. Prepare and maintain all district payroll records including the verification and certification of the accuracy and appropriateness of all payrolls using the automated payroll system.
2. Prepare requested scattergrams, payroll analysis, and recommendations for the purpose of supporting the Director of Labor Relations in negotiations of labor contracts. It is

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recognized that this will sometimes require working beyond the normal workday, evenings and on an occasional Saturday.

3. **Serve as a contact person for IRS inquiries regarding tax information.**
4. Prepare data analysis for grievance hearings and arbitrations for all bargaining units.
5. Collaborate in the development of procedures for the compilation and maintenance of district staff attendance records for each pay period.
6. Provide managerial oversight to assure the accuracy and completion of all attendance records.
7. Develop procedures for adjusting staff payroll records to implement changes resulting from overtime, employee absences, leave of absence, tax changes, social security deductions, pension deductions, hospitalization and group life insurance deductions, garnishes and attachments of employee paycheck, and other deductions and additions affecting employee payrolls via automated payroll system.
8. Provide timely preparation of all district payroll summary reports and statistical reports and provide analysis of the reports as requested by the Superintendent of Schools, School Business Administrator, or other appropriate staff members via lotus spreadsheets.
9. Serve as a resource person in the absence of the department supervisor to the Superintendent of Schools, School Business Administrator, Comptroller, Cabinet members, and other appropriate staff members regarding issued related to district payroll records and procedures.
10. Act as a liaison between the district and outside agencies affecting district payroll records, such as the NJ Pension Bureau, insurance agencies, health benefit organizations, state and Federal tax bureaus, and so forth.
11. Maintain current, up-to-date, and accurate information affecting district payroll records, including staying knowledgeable of current tax laws and making sure the district is in compliance.
12. Assist in the development and management of the budget for the Office of Payroll.
13. Act as a resource person to provide information to district employees regarding payroll practices and procedures, including participation in new teachers/employee orientation sessions, in-service programs, individual counseling, and so forth.
14. Work independently, when the Supervisor of Payroll is not in the office.
15. Use computers and/or electronic equipment to fulfill job functions.

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16. Display the highest ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school.
17. Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, and an effective work ethic.
18. Participate in appropriate in-service and workshop programs and attend any required meetings.
19. Protect confidentiality of records and information about staff, and use discretion when sharing any such information within legal confines.
20. Adhere to federal statutes and regulations, New Jersey school law, construction codes, State Board of Education rules and regulations, Board of Education policies and procedures, and contractual obligations.
21. When requested, assist the Supervisor in supervising clerical and business office employees as well as developing recommendations for improvement.
22. Perform any duties and responsibilities that are within the scope of employment, as assigned by their supervisor, and not otherwise prohibited by law or regulation.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.

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6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

ENVIRONMENTAL DEMANDS:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

EVALUATION:

The Supervisor of Payroll shall evaluate the Assistant Supervisor of Payroll in accordance with Policy No. 4220, Regulation No. 4220, this Job Description, and such other criteria as shall be established by the Board of Education.

Dr. Michael Glascoe

Approved

10-29-2007

Date

Signature on file in Human Resource Services.