

JOB DESCRIPTION

PATERSON **BOARD OF EDUCATION**

BUSINESS OFFICE
4510 Supervisor of Payroll
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REVISED

JOB TITLE: SUPERVISOR OF PAYROLL

REPORTS TO: Business Administrator or designee

SUPERVISES: Payroll Office Personnel

NATURE AND SCOPE OF JOB:

The Supervisor of Payroll is responsible for prompt and accurate payment of payroll and related matters and supervises payroll office personnel.

QUALIFICATIONS:

The Supervisor of Payroll shall:

1. Hold a high school diploma or its equivalent.
2. Have five (5) years' experience in payroll processing.
3. Be flexible on occasion to work beyond the normal work hours.
4. Have data processing experience.
5. Have the ability to use computer payroll systems and PC spreadsheet software.
6. Hold a valid driver's license with no serious violations.
7. Have excellent integrity and demonstrate good moral character.
8. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents and the community.
9. Demonstrate the ability to read, write, speak, understand and/or communicate in English sufficiently to perform the duties of this position.
10. Demonstrate the ability to use electronic equipment for work processing, data management, information retrieval, visual presentations, and telecommunications.
11. 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.

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12. 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.
13. 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.
14. Pass the state required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
15. 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 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 Supervisor of Payroll shall:

1. Assume responsibility for the preparation and maintenance of all district payroll records.

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2. Verify and certify the accuracy and appropriateness of all payroll information.
3. Develop procedures for the compilation and maintenance of district staff attendance records for each pay period and provide managerial oversight to assure the accuracy and completion of the attendance records.
4. Develop procedures for adjusting staff payroll records to effect changes resulting from overtime, employee absence, leaves of absence, tax changes, social security deductions, pension deductions, hospitalization and group life insurance deductions, garnishes and attachments of employee paychecks, and other deductions and additions affecting employee payrolls.
5. Supervise and verify the 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.
6. Serve as a resource person to the Superintendent of Schools, School Business Administrator, Budget Director, Cabinet members, and other appropriate staff members regarding all issues related to district payroll records and procedures.
7. Act as a liaison between the district and outside agencies affecting district payroll records, such as the NJ Pension Bureau, insurance companies, health benefit organizations, state and Federal tax bureaus, and so forth.
8. Supervise and evaluate the performance of employees assigned to the Office of Payroll.
9. Maintain current, up-to-date, and accurate information affecting district payroll records.
10. Develop and manage the budget for the Office of Payroll.
11. Act as a resource person to provide information to district employees regarding payroll practices and procedures, including participation in new teacher/employee orientation sessions, in-service programs, individual counseling, and so forth.
12. Reviews personnel records.
13. Direct computation of differential pay according to policy.
14. Supervise the examination and analysis of all regular and supplemental payrolls submitted by various departments for payment to ensure accuracy of figures, correctness of entries, that deadlines are met, and for compliance with established payroll procedures.
15. Direct compilation and preparation of other payroll data such as pension, insurance, bond purchases, and credit union payments.

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16. Coordinate and process applications or enrollments into pension system, health benefits program, dental insurance and drug prescription plan, and so forth.
17. Review and approve payroll deductions.
18. Record and process all payments made to various health plans.
19. Interpret policies and government regulations in connection with payroll procedures.
20. Check the preparation of annual tax withholding statements for accuracy.
21. Analyze payroll for accuracy before extensions are made.
22. Organize assigned supervisory payroll preparation work methods.
23. Check and certify payroll information for completeness and accuracy.
24. Prepare work for pay periods and supervise the analysis of pay and attendance records for each period.
25. Supervise the changes on individual pay resulting from overtime, absence, leave of absence, union dues, tax changes, social security and pension deductions, hospitalization and group life insurance deductions, garnishes, and attachments to ensure proper notations.
26. Balance total payrolls for all departments with accounts payable for posting to the general ledger.
27. Maintain and supervise the maintenance of a payroll account system.
28. Prepare payroll schedule for distribution of pay checks.
29. Coordinate all payroll activities with other organizational units and with the payroll computer center or facility.
30. Prepare payroll input for data processing, verify payroll output, and determine the cause of and remedies errors in coding or inputting.
31. Prepare information for the preparation of the personnel budget by itemizing all positions that appear on payroll together with the account number and notation of all vacant account numbers.
32. Prepare statistical report concerning such items and information for overtime expenditures and funds left for future overtime work and other notations of expenditures for control of personnel budget.
33. Maintain salary increment control and advise employees concerning increments.

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34. Maintain employee time sheets and payroll registers.
35. Maintain liaison and correspondence with various agencies.
36. Answer questions concerning employees and employee records.
37. Determine work procedures, prepare work schedules, and expedite the work flow of the unit.
38. Provide written and oral instructions and training to subordinates.
39. Determine work procedures, prepare work schedules, and expedite the work flow of the unit.
40. Provide written and oral instructions and training to subordinates.
41. Assign duties and examine completed work for accuracy and conformance to policies and procedures.
42. Prepare correspondence and maintain records of a confidential nature.
43. Prepare statistical, quarterly payroll, and other reports containing findings, conclusions, and recommendations.
44. Interpret and explain rules, regulations, policies, and procedures through correspondence, personal interviews, and telephone conversations.
45. Organize assigned work and develop effective work methods.
46. Review, check, and certify reports, applications, and other documents for correctness.
47. Assist in the planning and revision of office procedures.
48. Receive, review, and adjust complaints.
49. Prepare requisitions.
50. Compile data for budgets and reports.
51. Establish and maintain essential records and files.
52. Will be required to learn to utilize various types of electronic and/or manual recording and computerized information systems used by the agency, office, or related units.
53. Use computers and/or electronic equipment to fulfill job functions.
54. Display the highest ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school.

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55. Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, and an effective work ethic.
56. Participate in appropriate in-service and workshop programs and attend any required meetings.
57. Protect confidentiality of records and information about staff, and use discretion when sharing any such information within legal confines.
58. 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.
59. During District negotiations take the lead in preparing scatter grams, employee data and salary guides for the various bargaining units under the direction of the appropriate Labor Relations Department Official. It is recognized that this will sometimes require working beyond the normal workday, evenings and on an occasional Saturday.
60. 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.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

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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 Comptroller shall evaluate the 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. Edwin Duroy
Approved

12-10-2003
Date

Signature on file in Human Resource Services.