

JOB DESCRIPTION

PATERSON BOARD OF EDUCATION

**BUSINESS OFFICE /COORDINATORS
REVISED 4567 - Coordinator of Payroll**

JOB TITLE: COORDINATOR OF PAYROLL

REPORTS TO: Payroll Supervisor

NATURE AND SCOPE OF JOB:

The Coordinators of Payroll are responsible for managing the pension, benefit, and salary payments for all staff members. The coordinator performs quarterly reporting to the Division of Pension and Benefits via the Report of Contributions Report, maintains accurate excel spreadsheets for payroll Pension contributions for PERS and TPAF, and monitors the Defined Contribution Retirement Plan. The Coordinators of Payroll also perform research and analysis in assisting the Payroll Supervisor for the purpose of union negotiations and settlements. Coordinators also work in tandem with Human Resource Services Representatives and Supervisors to ensure clear communication in regards to employee benefit deductions, new hires and transfer of staff members, grievance settlements, historical information of salary changes, and staff attendance that results in employees having pay reductions, etc.

QUALIFICATIONS:

The Coordinators of Payroll shall:

1. Have earned a high school diploma or equivalent; Bachelors' Degree preferred.
 2. Have a minimum of five years of successful experience in a related payroll or pension position.
 3. Demonstrate excellent bookkeeping skills, analysis skills, and an understanding of the necessary research needed to create scatter grams and other documents for the purpose of contract negotiations.
 4. Hold a valid driver's license with no serious violations.
 5. Demonstrate excellent skills utilizing district payroll and personnel systems and general computer programs and systems.
 6. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
 7. Demonstrate excellent confidentiality.
 8. Have excellent integrity and demonstrate good moral character and initiative.
 9. Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents, and the community
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JOB DESCRIPTION

PATERSON BOARD OF EDUCATION

BUSINESS OFFICE /COORDINATORS REVISED 4567 - Coordinator of Payroll

10. 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.
11. 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 persons offense in accordance with 18A:6-7.1.
12. 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.
13. Pass the State required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
14. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

VERIFICATION 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 Coordinators of Payroll shall be employed under the following terms:

1. Work year of twelve months.
2. Salary, benefits, and leave time 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 DESCRIPTION

PATERSON BOARD OF EDUCATION

**BUSINESS OFFICE /COORDINATORS
REVISED 4567 - Coordinator of Payroll**

JOB FUNCTIONS AND RESPONSIBILITIES:

The Coordinators of Payroll shall:

1. Keep records of all pension and health benefits deductions.
 2. Keep records of retired personnel earnings for Social Security purposes.
 3. Be responsible for compilation of documents needed for employment related matters.
 4. Prepare quarterly Report of Contributions Report (ROC)
 5. Monitor the Defined Contribution Retirement Plan for accuracy (DCRP).
 6. Maintain and update all TPAF and PERS records.
 7. Complete Pension Certifications for retirement and resignation.
 8. Cost out contract wage proposals for the purpose of union negotiations and settlements.
 9. Maintain an efficient and well-organized electronic and paper data collection and filing systems for payroll certifications, employee payroll records, and for the purpose of union settlements.
 10. Review and ensure implementation of grievance settlements.
 11. Refer errors and irregularities in all payroll matters immediately to Payroll Supervisor.
 12. Provide employees with requests for information on pension, salaries, and health benefits deductions.
 13. Complete research and analysis needed to assist the Payroll Supervisor and Assistant Supervisor with contract negotiations and guide scatter grams.
 14. Serve as a liaison for the District and the Division of Pension and Benefits.
 15. Transmit payments accurately to the Division of Pension and Benefits monthly and quarterly.
 16. Extract data from payroll software for the monthly reconciliation of payroll deductions for the Division of Pension and Benefits.
 17. Extract data from payroll software for the purpose of contract settlements.
 18. Assist in the annual audits of all payroll functions.
 19. Keep records of all payroll deductions, leaves, transfers and terminations, new hires, salary changes, and adjustments via an automated payroll system.
 20. Reconcile input compiled by Specialists in the department.
 21. Operate check signer and assist with sorting paychecks.
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JOB DESCRIPTION

PATERSON BOARD OF EDUCATION

**BUSINESS OFFICE /COORDINATORS
REVISED 4567 - Coordinator of Payroll**

22. Display ethical and professional behavior in working with students, parents and staff, and use discretion when sharing any such information within legal confines.
23. Maintain confidentiality of information regarding employee attendance and benefits, and contract negotiations.
24. Attend required staff meetings.
25. Adhere to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, school regulations and procedures, and contractual obligations.
26. Perform any duties and responsibilities that are within the scope of employment, as assigned by the Payroll 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.

JOB DESCRIPTION

PATERSON BOARD OF EDUCATION

**BUSINESS OFFICE /COORDINATORS
REVISED 4567 - Coordinator of Payroll**

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 or designee shall evaluate the Coordinator 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.

Approved

Date
