

TITLE: PAYROLL & HUMAN RESOURCES CLERK

QUALIFICATIONS:

1. High School Diploma
2. Minimum three (3) years successful experience in related field
3. Proficiency with payroll systems (e.g., Systems 3000) and Microsoft Office (Excel) / Google Workspace
4. Knowledge of Federal and State tax and payroll regulations
5. Ability to maintain a high degree of confidentiality and exercise sound judgment

REPORTS TO: Assistant Superintendent of Business

JOB GOAL: To support the efficient and compliant administration of payroll, benefits, and human resources functions, exercising discretion, accuracy, and confidentiality to ensure smooth departmental operations.

PERFORMANCE RESPONSIBILITIES:

Payroll

- Maintain and update employee payroll data within the computerized payroll system
- Assist the Business Administrator in various accounting functions as needed.
- Demonstrates working knowledge of all payroll functions, including the following:
 - Process regular and supplemental payrolls, including direct deposit and required banking files
 - Maintain accurate payroll records, deductions, and reconciliations
 - Prepare and submit required Federal, State, and local payroll reports (e.g., W-2s, 941s)
 - Respond to authorized requests for employment and payroll verification
 - Prepare payroll documentation for audits and assist external auditors as needed
 - Maintain ledger covering all deductions & payments, including gross & net payrolls.

Benefits Administration

- Maintain accurate employee benefits records and eligibility status
- Serve as primary point of contact for employees and benefit vendors regarding benefits inquiries
- Review new hire information and status changes
- Function as first point of contact for benefits vendors and employees
- Coordinate benefit enrollments, status changes, and annual open enrollment
- Ensure compliance with applicable benefits-related laws and regulations (e.g., ERISA, COBRA, HIPAA)
- Assist employees with benefits questions and complex or sensitive claims, as appropriate

PAYROLL & HUMAN RESOURCES CLERK (continued)

Human Resources Support

- Maintain confidential personnel files in compliance with Federal, State, and district requirements
- Process and track employee leaves, including FMLA, NJFLA, and other approved leaves
- Manage COBRA documentation, notifications, and compliance timelines
- Support onboarding and offboarding processes, including required documentation and coordination with payroll and benefits
- Assist with workers' compensation claims and related documentation
- Respond to routine HR inquiries and support compliance with labor laws and district policies

General Duties

- Assist the Assistant Superintendent of Business with reports, audits, and special projects as needed

TERMS OF

EMPLOYMENT: Full time 12 month position

ANNUAL

EVALUATION: Annually by Assistant Superintendent of Business