

SCOTCH PLAINS-FANWOOD BOARD OF EDUCATION  
JOB DESCRIPTION  
PAYROLL SPECIALIST

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**Date of Adoption:** January 31, 2019

**JOB TITLE:** Payroll Specialist

**REPORTS TO:** School Business Administrator and/or designee

**NATURE AND SCOPE OF JOB:** To assist in the administration of the district's payroll and benefits program, with a high degree of responsibility, discretion and confidentiality, using independent judgement, in addition to routine work necessary for the smooth and efficient administration of the payroll and benefits program. Other duties performed as required.

**QUALIFICATIONS:**

1. High School diploma.
2. Experience with computer payroll systems, human resource information systems and PC spreadsheet software.
3. Excellent organizational skills.
4. Good interpersonal and communication skills. High level of interpersonal skills required to interact with employees, administration, vendors and others.
5. Have excellent integrity and demonstrate good moral character and initiative.
6. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
7. Hold a valid driver's license with no serious violations.
8. Provide proof of U.S. citizenship or legal alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
9. 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 there have not been any convictions of a crime or a disorderly person's offense in accordance with 18A:6-7.1.
10. 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.
11. Pass the state required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
12. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment.
13. Meet such alternates to the above qualifications, as the Superintendent may deem appropriate, acceptable and legal.

**EMPLOYMENT TERMS:**

Salary and work year to be determined by the Board of Education and in accordance with the negotiated agreement with the Scotch Plains-Fanwood Education Association.

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**JOB RESPONSIBILITIES:**

1. Posts payroll transactions to various ledgers, journals and registers; and assists in preparing, adjusting, and closing journal entries and prepares various payroll reports. Reviews payroll transactions for accuracy and completeness, verifies against appropriate documentation, and forwards for processing; inputs payroll data into computer software for tracking, manipulation, and reporting purposes; and compiles and prepares specialized payroll reports for department. Researches payroll records to assist in the identification and resolution of problems, errors, or inadequacies of payroll information.
2. Records employee information such as personal data, compensation and benefits information. Updates employee information. Examines employee files to answer questions from authorized individuals.
3. Performs related functions such as:
  - a. Research and answer employee questions regarding pay policies;
  - b. Handle payroll errors;
  - c. Act as a liaison for communication and problem solving;
  - d. Handle Human Resource notices (W-4s and direct deposit requests);
  - e. Review salary changes, new hire information and status changes;
  - f. Audit and review various payroll data (timesheets, payment requests);
  - g. Functions as first point of contact for benefit vendors and internal customers;
  - h. Prepare withholding, social security, and tax returns.
  - i. Interprets policies and government regulations in connection with payroll procedures;
  - j. Prepare payroll schedule for distribution of paychecks.
4. Compiles and processes payroll information including data entry of timesheets, deductions, and related data. Also responsible for calculation of overtime, incentive pay, shift differential, etc. Calculates pay by multiplying applicable hours by rate. Prepares deductions for authorized and mandatory deductions. Enters data on new hires, terminations, and wage adjustments. Prepares and maintains periodic payroll reports to include earnings, tax, and deduction summaries. Serves as the primary contact for employee payroll related questions, inquiries, and concerns.
5. Process applications for enrollment into the health benefits and dental insurance plans. Assists with implementation of specific benefit programs for benefit-eligible employees. Consult and act as liaison for employees, insurance carriers, health care providers and the hospital community at large.
6. Maintains register of all retirees participating in district benefit plan, invoices retirees for amounts due, and records receipt of payments.
7. Handles annual Open Enrollment process for employee benefits.

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8. Maintains the Position Control Roster, verifies that the budget codes agree between Human Resources and Payroll systems, updates the Position Control Roster for new positions, transferred positions, and eliminated positions.
9. Coordinate enrollments into pension system and assist with questions regarding the system.
10. Establish and maintain essential records and files.
11. Update applicable sections of the district SOP Manual on an annual basis.
12. Participate in appropriate in-service and workshop programs and attend any required meetings.
13. Protect confidentiality of records and information about staff, and use discretion when sharing any such information within legal confines.
14. Perform other tasks and assume other responsibilities as may be assigned by the Superintendent or School Business Administrator. Serves as backup to other business office staff as necessary.

**EVALUATION:**

The School Business Administrator and/or designee shall evaluate the Payroll Specialist in accordance with Board Policy, this Job Description, and such other criteria as shall be established by the Board of Education.