

SCOTCH PLAINS-FANWOOD BOARD OF EDUCATION
JOB DESCRIPTION
PAYROLL SPECIALIST

Date of Adoption: April 28, 2022

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. College degree or High School Diploma with equivalent work experience in related field.
2. Experience with computer payroll systems, human resource information systems and PC spreadsheet software. Experience with Systems3000 preferred, but not required.
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. 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.
8. 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.
9. 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.S.A 18A:16-3.
10. Pass the state required Mantoux Intradermal Tuberculin Test.
11. 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. Compiles reviews and processes payroll.
 - a. Reviews payroll employee updates, timesheets, and related data.
 - b. Calculates overtime, stipends, shift differential and coverages.
 - c. Enters payroll information for new hires, terminations, and wage adjustments.
 - d. Inputs payroll data into computer software for tracking, manipulation, and reporting purposes. Reviews payroll transactions for accuracy and completeness, verifies against appropriate documentation and forwards for processing.
 - e. Compiles and processes off-cycle payrolls, when necessary.
2. Posts payroll transactions to various ledgers, journals and registers.
 - a. Assists in preparing, adjusting, and closing journal entries.
 - b. Researches payroll records to identify and resolve problems, errors, or inadequacies of payroll information.
 - c. Prepares and maintains periodic payroll reports to include earnings, tax, and deduction summaries.
3. Interprets and implements policies and government regulations in connection with payroll procedures and related execution.
4. Serves as the primary contact for employee payroll related questions, inquiries, and concerns.
5. Establish and maintain essential records and files consistent with statutory requirements.
6. Liaison with Human Resources to ensure all employee payroll matters and addressed and remedied in a timely manner.
7. Collaborate within the Payroll & Benefits Team with respect to employee benefits, tax reporting and state reporting.
8. Update applicable sections of the district SOP Manual on an annual basis.
9. Participate in appropriate in-service and workshop programs and attend any required meetings.
10. Protect confidentiality of records and information about staff, and use discretion when sharing any such information within legal confines.
11. 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.