

JOB DESCRIPTION

BOARD OF EDUCATION
FAIRFIELD, NJ

NON-CERTIFICATED
Payroll/Benefits Coordinator

PAYROLL/BENEFITS COORDINATOR

QUALIFICATIONS:

1. High School diploma; courses in bookkeeping, accounting and business mathematics.
2. Minimum experience as determined by the board.
3. Effective bookkeeping skills and demonstrated proficiency in data processing and use of automated office equipment and software packages.
4. Experience with a human resources information system.
5. Good interpersonal and communication skills. High level of interpersonal skills required to interact with employees, leaders, vendors and others.
6. Required criminal history check and proof of U.S. citizenship or resident alien status.

REPORTS TO: School Business Administrator (SBA)

JOB GOAL:

To timely prepare the district's payroll, benefits and other business operations functions, with a high degree of responsibility, accuracy, discretion and confidentiality, using independent judgment, in addition to methodical work routines necessary for the timely dissemination of the payroll, benefits and transportation programs.

GENERAL RESPONSIBILITIES:

1. Coordinates with the Superintendent's office to ensure that payroll data in the Data Management System matches agenda and contractual obligations with employees such as job title, salary, hours worked, wage adjustment, dates of hire/termination.
2. Inputs and maintains payroll records up to date to ensure accurate processing of payroll.
3. Researches payroll records to assist in the identification and resolution of problems, errors, or inadequacies of payroll information.
4. Processes bi-monthly payroll, responsible for the accurate calculation of time sheets, employee stipends (ex. extra-curricular activities), health benefit waivers, teacher mentoring, overtime, incentive pay, shift differential etc.
5. Reviews payroll transactions for accuracy and completeness, verifies against appropriate supporting documentation.
6. Computes and makes all authorized and mandatory deductions from employee paychecks and remits all withholdings to appropriate agencies (i.e. NJEA, TSA vendors, Disability vendors, Federal, State, NJ Division of Pensions and Benefits).

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7. Facilitates the production of paychecks through the district computer system, printing and distribution of checks.
8. Submits withholdings and prepares payments to respective agency, including taxes, pensions, tax shelters, garnishments, and other deductibles on the pay date to ensure timely posting to employee accounts. All other deductions must be mailed/transmitted to the corresponding agency within 3 working days of the pay date.
9. Prepares various payroll reports for reporting purposes such as tax, pension, Work Place Democracy Act (WDEA), earnings, deduction summaries and other reports as needed or required.
10. Reconciles payroll and agency accounts.
11. Prepares and reports TPAF FICA to State for reimbursement of social security employer tax. Completes PERS and TPAF quarterly reports (ROC) by day 7 of new quarter.
12. Processes and maintains files for the production of W-2's and 1095's for ACA (Affordable Care Act).
13. Prepares State and Federal reports and request reimbursements, as required.
14. Serves as the primary point of contact for employees, payroll vendors, agencies and other authorized individuals, for any payroll related questions, inquiries and concerns.
15. Processes correspondence, answers phones, and performs other clerical functions. Decimates payroll related information to employees as required (ex. Purchase of Service Credit, Open Enrollment, Medicare Notices).
16. Administers the district's health insurance plans including enrollments, plan changes, communication with the carriers, brokers and employees and reviews the monthly billing.
17. Keeps employee benefits records up-to-date.
18. Coordinates and assists with implementation and processing of benefit (health, disability, workers compensation, retirement COBRA) for eligible employees in accordance with contractual obligations. Maintain all changes to benefits and act as liaison to employees, insurance carriers, and health care providers. Processes health benefits enrollments and deletions to applicable health plans.
19. Implements annual Open Enrollment process and other special projects as needed. Maintains a high level of knowledge and skill regarding State and Federal laws and regulations governing employee benefits and how they pertain to benefit plans administration, e.g., ERISA, COBRA, HIPAA.
20. Obtains Certificate of Insurance from District Insurance Broker and outside vendors providing Transportation for District Field Trips.
21. Organizes job functions and work assignments to be able to effectively complete assignments within established time frames. Maintains confidentiality of sensitive correspondence, records and information.

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22. Performs other duties as assigned by the Superintendent or School Business Administrator. Assists in the absence of the Accounts Payable Clerk.
23. Organizes job functions and work assignments to be able to effectively complete assignments within established time frames. Maintains confidentiality of sensitive correspondence, records and information.
24. Administers the Flexible 125 Account and performs monthly balance reconciliation.
25. Maintains records; pays invoices for unemployment (SUI) account.
26. Participates, as needed, in the annual audit.
27. Assist the Business Administrator and Superintendent in preparing materials used in labor relations/contract negotiations. This includes assistance in the preparation and maintenance of accurate scatter-grams used in the collective negotiation process; as well as memoranda concerning Board bargaining position.
28. Assist in the preparation of various reports and materials for the use by the Board's negotiators in collective negotiation.
29. Annual submission of Chapter 44 Health Benefit Analysis to State Department of Education.

WORK TRAITS:

1. Maintains confidentiality, as required and appropriate, and in addition:
2. Follows all guidelines as stated in the contractual agreements with the Fairfield Board of Education.
3. Demonstrates an openness to discuss suggestions.
4. Demonstrates initiative, independence and decision making appropriate to the performance tasks of this position.
5. Makes efficient use of time and resources available.
6. Provides well-organized accurate work.
7. Demonstrates ability to prioritize tasks and to change priorities, as appropriate to meet the needs of the job.

PROFESSIONAL DEVELOPMENT:

Participates in staff development opportunities in accordance with district guidelines and resources to enhance job-related skills and knowledge.

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SCHOOL/COMMUNITY RELATIONS:

1. Communicates effectively with vendors and school personnel, as needed to expedite orders.
2. Demonstrates a willingness to assist and work cooperatively with colleagues.
3. Displays tact and courtesy when dealing with students, staff, residents and others in person and by telephone in the performance of this position.

OTHER:

Performs such other tasks and assumes such other responsibilities as the School Business Administrator/School Board Secretary or designee may assign.

TERMS OF EMPLOYMENT:

Salary and work year to be determined by the board.

ANNUAL EVALUATION:

Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations.

LEGAL REFERENCES:

<u>N.J.S.A. 18A:6-7.1</u>	Criminal history record
<u>N.J.S.A. 18A:16-1</u>	Officers and employees in general
<u>N.J.S.A. 18A:16-2</u>	Physical examinations; requirement
<u>N.J.S.A. 18A:17-2</u>	Tenure of secretarial and clerical employees
<u>N.J.S.A. 18A:4-14, -14.1</u>	Uniform system of bookkeeping for school districts
<u>N.J.S.A. 18A:34-2</u>	Care and keeping of textbooks and accounting
<u>N.J.A.C. 6A:23-2</u>	Double-entry bookkeeping and GAAP accounting in local school districts
<u>N.J.A.C. 6A:32-6</u>	School employee physical examinations
<u>Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.</u>	

All applicants must meet NJ Residency requirements as per "New Jersey First Act", N.J.S.A. 52:14-7 (L. 2011, Chapter 70).

Adopted September 2014

Revised and Adopted: September 24, 2019

Revised: April 28, 2022

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