

GLASSBORO PUBLIC SCHOOLS
Glassboro, New Jersey

JOB DESCRIPTION

TITLE: Payroll Specialist

QUALIFICATIONS: Business Office experience. Minimum five (5) years to include: payroll, pensions, employee benefits, computer accounting operations, and other related Business Office functions.

REPORTS TO: Business Office Supervisor and/or Business Administrator

JOB GOAL/MAJOR FUNCTIONS:

Responsible for the processing of all school district payrolls.

1. Complies and ensures accuracy and approval of all payroll time sheets submitted from various departments of the school district.
2. Ensures accuracy of appropriate GAAP account numbers.
3. Generates payroll checks and prepares them for distribution to school district employees.
4. Coordinates with our payroll processing service ~~Systems 3000~~ to initiate payroll system updates and to resolve any payroll system problems.
5. Prepares and submits all semi-monthly transmittals to the appropriate state and federal agencies.
6. Meets with all new employees and initiates the appropriate payroll files and records which include pension, direct deposit, 403(b) vendors and Disability Insurance.
7. Remits payments to various vendors from payroll deductions bi-monthly and/or monthly and maintains payroll agency account ledger ~~in Systems 3000~~.
8. Maintains all necessary ledgers relating to the payroll account.
9. Reconciles the following quarterly reports: PA State and NJ State quarterly transmittals.
10. Coordinates with the State of New Jersey Unemployment Offices all eligibility requirements for part-time and terminated employees who may or may not be eligible to collect unemployment benefits.
11. Verifies employment (written and by telephone).
12. Reconciles all bank statements monthly which include: the payroll agency account, the unemployment account, and the summer reserve account.

13. Reports to and works with the School Treasurer regarding the reconciliation of the payroll and the payroll agency accounts.
14. Reconciles the following quarterly reports: The Federal 941, the Unemployment UC-27 & WR-30, and the PERS and TPAF reports.
15. Reconciles all end-of-year reports which include distribution of W-2 forms to all district employees, magnetic media reporting to the SSA, the NJIT W-2 transmittal, 3rd party sick pay W-2 and W-3 forms, and printing and retaining accurate records for the district and auditor.
16. Submits FICA Reimbursement for State Share each payroll.
17. Performs other duties as assigned.

TERMS OF EMPLOYMENT:

This is a twelve (12) month position with salary and contract terms to be negotiated with the Superintendent and the Board of Education.

EVALUATION:

Performance in this position will be evaluated annually in accordance with provisions of the Board's policy on evaluation of personnel.

Board Approved: 10/16/2019
Revised: 05/19/2021

**Please note changes highlighted in yellow.*