

**RIVER VALE BOARD OF EDUCATION
RIVER VALE, NEW JERSEY**

JOB DESCRIPTION

TITLE: **CONFIDENTIAL PAYROLL CLERK AND BOOKKEEPER**

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
4. Good interpersonal and communication skills
5. Knowledge of basic accounting procedures
6. Proficient skills in typing, word processing, file maintenance and computer skills
7. Excellent organization skills
8. Knowledge of school district organization and operations preferred
9. Proficient skills in mathematical computations
10. Required criminal history check and proof of U.S. citizenship or resident alien status

REPORTS TO: School Business Administrator

JOB GOAL: To assist in the administration of the district's payroll with a high degree of responsibility, discretion and confidentiality, using independent judgment, in addition to routine work necessary for the smooth and efficient administration of the payroll

Specific Duties and Responsibilities:

1. Calculate employee payrolls and verify all entries into the system for payment
2. Prepare, post and verify all employee payroll changes including deduction salary changes and termination
3. Compute and maintain all employee substitute and extra duty pay records
4. Calculate and issue employee payroll deductions to appropriate agencies to include tax shelter annuities and state and federal agencies
5. Monitor all payroll edits and complete adjustments when appropriate
6. Sort, stuff and prepare all employees payroll checks for distribution
7. Maintains files including employee payroll records, absentee records, and other employee information as appropriate

8. Maintain an accurate accounting of employee leaves including sick leave, personal leave, vacation and leaves of absences
9. Maintain confidentiality of information for the Payroll Office
10. Prepare and provide requested payroll reports to the Business Administrator as requested
11. Assist the Business Administrator in the computation of employee salaries, benefits and budget account codes
12. Prepare and distribute payroll reports to the Business Administrator as requested
13. Keep informed of and comply with all reporting guidelines of the district, state, and federal government as with other governing bodies
14. Cooperate and work closely with the district's auditors
15. Comply with policies and procedures pertaining to job assignment
16. Demonstrate proper maintenance, care, storage and use of equipment and materials
17. Seek to improve job performance through self-assessment, skill development, training and goal setting
18. Maintains and review district's benefits records
19. Comply with regulations and update benefits information as necessary for the district
20. Performs employment verifications
21. Performs unemployment reconciliation and certification
22. Manages Workers Compensation recordkeeping
23. Processes and maintains all student accident recordkeeping
24. Manages DRTRS
25. Processes and maintains all records for tuition reimbursement
26. Manages all accounts for Park Academy
27. Assist the Business Administrator in compiling federal and state financial reports
28. Arrange tuition payment schedule with Business Administrator and prepares purchase order
29. Enter all receipts and disbursements
30. Process inter-bank wire transfers
31. Invest surplus funds in cooperation with Business Administrator
32. After closing month, balance financial statements and prepare Board Secretary's Report
33. Furnish information to Treasurer of School Moneys for preparation of monthly report and account reconciliation
34. Prepare all information with Business Administrator/Office Staff for Annual Audit
35. Assist in office projects and programs as needed and in the absence of other office personnel
36. Prepare monthly report for Withholding Taxes, Social Security, SUI, Pension, Insurance, etc. and write checks for same; balance Agency Account (Report for Treasurer of School Moneys)
37. Prepare all Quarterly Reports:
 - Social Security
 - Pension
 - Federal Taxes
 - State Taxes
 - Unemployment Compensation

38. Prepare all Annual Reports (as listed above for quarterly insurance). Also balance Social Security (001 and 002) Account and Balance W-2 forms with yearly figures
39. Prepare report of past, present and possible future salaries using Budget Preparation spreadsheet. Keep records of longevity
40. Handle personnel problems regarding payroll and health benefits
41. Enroll eligible employees in Pension Fund, Health Benefits, etc., and terminate released or retired personnel
42. Performs other related duties as may be assigned by the Business Administrator

TERMS OF

EMPLOYMENT:

Salary and work year to be determined by the board.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the board's policy on evaluation of noncertified personnel.

APPROVED :

9/7/2010