

WAYNE TOWNSHIP PUBLIC SCHOOLS
Wayne, New Jersey
JOB DESCRIPTION

JOB TITLE: E-020 - Payroll Manager

EDUCATION AND EXPERIENCE REQUIRED:

1. High school graduate
2. College Degree in Accounting, Finance, or Business Administration from an accredited college or university preferred.
3. Three (3) years of experience with a payroll system and/or employee benefits.
4. Experience in a school district, business office or payroll department.
5. Hold a valid driver's license with no serious violations.
6. Excellent integrity and demonstrate good moral character.
7. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents and the community.
8. Demonstrate the ability to read, write, speak, understand and/or communicate in English sufficiently to perform the duties of this position.
9. Demonstrate the ability to use electronic equipment for work processing, data management, information retrieval, visual presentations, and telecommunications.
10. Provide proof of U.S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
11. 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 the individual has not been convicted of a crime or a disorderly persons offense in accordance with 18A:6-7.1.
12. 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.
13. Pass the state required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
14. Meet such alternatives to the above qualifications as the Superintendent may deem appropriate, acceptable and legal.

REPORTS TO: Assistant Business Administrator/Assistant Board Secretary, Business Administrator/Board Secretary or designee

SUPERVISES: Payroll Department Employees

JOB GOAL: The Payroll Manager serves as the day-to-day supervisor of the payroll office and assists in managing the financial affairs of the school district by data entry, accounting, research, problem solving and reporting respective information for the district. The position will provide payroll services, in a timely and efficient manner, and support district educational services with the financial resources available.

PERFORMANCE RESPONSIBILITIES:

1. Process, monitor and maintain a yearly/monthly payroll system and records. This includes creating yearly salary guides for each bargaining unit.
2. Assist with maintaining a position control list for all employees.
3. Prepare monthly, quarterly and year-end reports.
4. Assist with the creation of the district budget by providing salary and salary related information.

5. Verify, implement and maintain payroll records which include, but are not limited to, salaries, W-4 information, pension, tax-shelters, long term disability, direct deposit, garnishments, increments, union dues, and stipends.
6. Process district staff accumulated unused sick day and vacation payouts and maintain appropriate supporting records.
7. Assist with the development and enforcement of standard district payroll methods and records in accordance with prescribed laws, rules, regulations, standards, policies, and procedures.
8. Prepare information and reports, as requested, to support collective bargaining negotiations.
9. Assist the District auditors in preparation of the annual audit.
10. Communicate directly with employees by telephone or correspondence.
11. Assist in the development and implementation of a centralized payroll system including all necessary procedures, forms, and files.
12. Upload paychecks to the HR portal each payroll.
13. Generate and print annual W2 for all employees and send electronic files to the IRS, State of NJ and State of PA within an established timeframe to avoid penalties and/or fines.
14. Assist in the development and implementation of a centralized attendance system including all necessary procedures, forms, and files.
15. Use computers and/or electronic equipment to fulfill job functions.
16. Lead, manage, supervise, develop and evaluate personnel supervised and recommend to the Business Administrator, or designee, any disciplinary actions needed as a result of evaluations/supervision. Also, participation in the hiring process for new department personnel.
17. Display the highest ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school.
18. Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, and an effective work ethic.
19. Participate in appropriate in-service and workshop programs and attend any required meetings.
20. Protect confidentiality of records and information about staff, and use discretion when sharing any such information within legal confines.
21. Adhere to federal statutes and regulations, New Jersey school law, construction codes, State Board of Education rules and regulations, Board of Education policies and procedures, and contractual obligations.
22. Perform any duties and responsibilities that are within the scope of employment, as assigned by their supervisor, and not otherwise prohibited by law or regulation.

TERMS OF EMPLOYMENT:

Salary and work year to be determined by the Board of Education.

ANNUAL EVALUATION:

Performance of this position will be evaluated annually in accordance with the Board's policy on the evaluation of non-certificated staff.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.
3. Speak and hear.

4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

ENVIRONMENTAL DEMANDS:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses
2. Occasional exposure to a variety of weather conditions
3. Exposure to heated/air conditioned and ventilated facilities
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment
5. Function in a workplace that is usually moderately quiet but that can be noisy at times

BOARD APPROVAL DATE: July 15, 2021, Agenda Item M-14

Revised: November 18, 2021, Agenda Item M-5