

WAYNE TOWNSHIP PUBLIC SCHOOLS
Wayne, New Jersey
JOB DESCRIPTION

TITLE: E-021 - Payroll / Benefits Specialist

EDUCATION AND EXPERIENCE REQUIRED:

1. High school graduate.
2. College Degree in Accounting, Finance, or Business Administration from an accredited college or university.
3. Bachelor's Degree in Accounting, Finance, or Business Administration from an accredited college or university preferred
4. Three (3) years of experience with a payroll system and/or employee benefits.
5. Experience in a school district or business office.
6. Hold a valid driver's license with no serious violations
7. Excellent integrity and demonstrate good moral character.
8. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents and the community.
9. Demonstrate the ability to read, write, speak, understand and/or communicate in English sufficiently to perform the duties of this position.
10. Demonstrate the ability to use electronic equipment for work processing, data management, information retrieval, visual presentations, and telecommunications.

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

JOB GOAL: Under limited direction, the Payroll / Benefits Specialist 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 and benefit enrollment services, in a timely and efficient manner, and support district educational services with the financial resources available.

PERFORMANCE RESPONSIBILITIES:

1. Processes, monitors and maintains a bi-monthly payroll system and records.
2. Assists in maintaining a position control list for all employees.
3. Prepares monthly, quarterly and year-end reports.
4. Assists with the creation of the district budget by providing salary and salary related information.
5. Coordinates and verifies participation in district benefit plans.
6. Maintains district staff attendance and accumulated unused sick day records.
7. Assists with the development and enforcement of standard district payroll methods and records in accordance with prescribed laws, rules, regulations, standards, policies, and procedures.
8. Communicates directly with employees by telephone or correspondence.
9. Assists in the development and implementation of a centralized payroll system including all necessary procedures, forms, and files.
10. Assists in the development and implementation of a centralized attendance system including all necessary procedures, forms, and files.
11. Records and maintains insurance claims and accident reports from employees.
12. Uses computers and/or electronic equipment to fulfill job functions.
13. Participates in appropriate in-service and workshop programs and attends any required meetings.
14. Protects confidentiality of records and information about staff, and uses discretion when sharing any such information within legal confines.

15. Adheres 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.
16. Performs 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. This position is part of the Wayne Education Association.

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: November 18, 2021, Agenda Item M-5