

LIVINGSTON SCHOOL DISTRICT
Livingston, New Jersey 07039

PAYROLL MANAGER

QUALIFICATIONS:

1. ~~High school graduate.~~ BA Degree.
2. Familiarity with computer systems and payroll/personnel software.
3. Familiarity with generally accepted accounting principles (GAAP).
4. ~~A minimum of two years experience within a public school payroll department preferred.~~
- 4.5. ~~Ability to work under deadlines, maintain confidentiality, maintain accuracy, communicate effectively and follow Sense of importance for detail, confidentiality, procedures, and timeliness.~~
6. ~~Enjoys working with numbers.~~
- 7.6. Knowledge of State and Federal payroll requirements, payroll reports, forms, and due dates.

REPORTS TO: ~~Assistant Business Administrator.~~ Manager of Finance and Accounting

JOB GOALS: ~~To maintain and manage an accurate payroll and benefits department system.~~ To maintain and manage an accurate and efficient payroll and benefits department system.

JOB RESPONSIBILITIES:

1. ~~Responsible for the preparation of all regular contractual semi-monthly payroll functions.~~ Assumes responsibility to ensure that payrolls are accurate/balanced and processed in a timely fashion.
2. Process all per diem, hourly and overtime payroll vouchers. Also included are per diem substitute pay, stipends, 6th period assignments and all other extra pay approved by the Board.
3. Process all Board approved payroll adjusts (resignations, terminations, increment changes etc.)
4. Maintain payroll system to ensure the proper distribution of the payroll to the appropriate budget salary accounts.
5. Calculate and deduct all required social security, Federal, State and unemployment taxes and make payments timely each payroll.
6. Initiate semi-monthly electronic fund transfers to appropriate taxing authority and posting to the State of New Jersey DOENET timely.
7. Calculate and deduct other required items, such as pension, dues, tax shelters, disability insurance, garnishments, etc. and transmit funds to the appropriate agencies timely.
8. Maintain payroll escrow account.

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9. Prepare and ensure quarterly tax returns are filed in compliance with the Federal, State regulations (941, NJ-927, PA W3, WR30, and Multiple Worksite Report).
10. Reconcile and process W-2s and 1095s for this district in accordance with IRS regulations.
11. Process annual OSHA report and US Census report.
12. Maintain records for workers compensation claims, attendance and payments for extended workers compensation leaves.
13. Maintain payroll records for review and assist with departmental documents for annual audit.
14. Assist with detailed salary and benefits data for budget preparation and contract negotiations.
15. Act as primary contact for employee payroll related questions, inquires and concerns.
16. Maintain open communication with Human Resources Department to ensure accurate flow of data between the two departments.
17. Oversee all health benefit related enrollments etc. ensuring timely enrollment/termination.

- ~~18. Is responsible for the preparation of all regular contractual payroll functions, as well as all per diem, hourly, and overtime payroll functions.~~
- ~~19. Calculates and deducts all required social security, Federal, State, and unemployment taxes. Transmits taxes to the appropriate agency.~~
- ~~20. Calculates and deducts other required items, such as pension, dues, etc. and transmits funds to the appropriate agency.~~
- ~~21. Prepares all social security, pension, and tax reports as required.~~
- ~~22. Prepares and distributes W-2 forms as required by the Internal Revenue Service.~~
- ~~23. Develops a working knowledge of the forms and procedures necessary for a computerized payroll system and prepares input data necessary for such system.~~
- ~~24. Maintains files which fully support and explain regular and supplementary payrolls.~~
- ~~25. Insures that payroll practices are fully in compliance with Federal, State, and Board of Education requirements.~~
- ~~26. Prepares the input information for proper distribution of payroll to the appropriate budget salary accounts.~~
- ~~27. Maintains payroll escrow account.~~
- ~~28. Maintains records of all deductions, both mandatory and voluntary, and submits payments and transmittals.~~
- ~~29. Completes all required electronic postings related to payroll on the State of New Jersey DOENET.~~
- ~~30. Prepares information for the school district auditor as well as for the annual audit of the Workers' Compensation carrier.~~
- ~~31. Maintains all payroll information records as required by the State of New Jersey and Federal government.~~

This position will also be responsible for all other duties as assigned by the ~~Superintendent and School Business Administrator/Board Secretary.~~ Assistant Business Administrator.

TERMS OF EMPLOYMENT:

This is a twelve month position with compensation to be negotiated with the Superintendent and approved by the Board.

EVALUATION:

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

Board approval date: October 6, 1997

Revised: