

TRENTON BOARD OF EDUCATION
Office of Talent Acquisition and
Development
108 North Clinton Avenue
Trenton, New Jersey 08609

September 21, 2016

POSTING OF VACANCY

POSITION: **SENIOR ACCOUNTANT - PAYROLL**

LOCATION: **Central Services Building – Payroll Department**

QUALIFICATIONS:

1. Bachelors Degree in Accounting or related field.
2. Education and knowledge of payroll beyond Bachelors Degree an asset.
3. Two (2) years of experience in accounting with at least two (2) of those years in payroll and governmental fund accounting.
4. Must have applied knowledge of Generally Accepted Accounting Principals (GAAP), Federal and State payroll regulations.
5. Knowledge of spreadsheet software such as Excel, word processing, internet, and e-mail processing.

DUTIES:

1. To assist the Payroll Manager in the planning and development of work flow for the Payroll Department in order process payroll in a timely and accurate manner.
2. Responsible for the accurate maintenance of financial records for payroll reports.
3. Maintains and prepares all financial records and processing of checks and/or electronic payments for all agency accounts.
4. Compiles payroll data necessary for reporting and transmitting to Federal, State, and Local agencies.
5. Review and prepare all quarterly and year-end reports (wage, tax, pension, etc.).
6. Responsible for assuring accuracy of the payroll disbursement journals and for reviewing payroll accounts for GAAP codes assigned.
7. Maintains and reconciles the payroll agency account.
8. Performs other duties related to the operation of the Payroll Department, as assigned by the Payroll Manager.

TERM OF EMPLOYMENT: Twelve (12) month position

SALARY: In accordance with the Business and Technical contract.

DEADLINE FOR APPLYING: October 1, 2016

HOW TO APPLY: To be considered for interview the following is required:

Applications can be retrieved from our website at:

www.trenton.k12.nj.us

Click on-line application

EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER