PERTH AMBOY PUBLIC SCHOOLS
JOB DESCRIPTION

New Business

Payroll Specialist

Qualifications:

1. High school diploma or equivalent.
2. At least three (3) years of payroll work experience.
3. Experience with computer applications.
4. Ability to process payroll as it relates to extra compensation.
5. Ability to organize and prioritize daily work and projects and meet tight deadlines.
6. Ability to analyze payroll data entry, manage processes, identify problems, and present solutions.
7. Ability to provide technical assistance and direction to those who process payroll on behalf of the District.
8. Excellent communication, collaboration, organization, and outreach skills.
9. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
10. Ability to organize and prioritize daily work and projects and meet tight deadlines.
11. Proof of U.S. citizenship or legal resident status (completion of Federal Form I-0).
12. Clearance from a criminal history background check conducted by the Department of Education
13. Successful completion of the State-required Mantoux Tuberculin Test and physical examination.

Reports To: School Business Administrator, Payroll Manager, or designee

Nature of Scope of Job: The Payroll Specialist supports the Payroll Manager in ensuring accurate payroll processing and compliance with district and state requirements. Responsibilities include maintaining payroll records, preparing reports, resolving discrepancies, and providing excellent customer service to staff members. The role requires maintaining confidentiality, demonstrating strong organizational skills, and adhering to high ethical standards and applicable policies.

Duties and Responsibilities:

1. Establish and promote high standards and expectations for excellent performance.
2. Assist the Payroll Manager with the following:
    a. Compile and enter payroll data.
    b. Compute wages and deductions, reconcile errors, and adjust payroll records.
    c. Verify and ensure the accuracy of all payroll computations.
    d. Record changes affecting net wages, such as exemptions, insurance coverage, union dues, loan payments for each employee to update master payroll records.
    e. Prepare periodic reports of earnings, taxes, and deductions.
    f. Maintain records of leave pay and nontaxable wages.
    g. Prepare, issue, and distribute paychecks.
    h. Assist in preparing withholdings, social security, and tax returns.

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i. Record data concerning transfer of employees between departments, retirements, and resignations.
j. Verify that employees' salaries are debited or credited to the correct account codes.

3. Maintain an efficient and well-organized data collection and filing systems, including confidential files.
4. Assist in the preparation of reports and documents by gathering and organizing data.
5. Demonstrate willingness to assist clerical staff as needed and/or requested.
6. Display ethical and professional behavior in working with everyone who communicates or is associated with the office.
7. Adhere to New Jersey school law, State Board of Education rules and regulations, Board of Education polies and regulations.
8. Attend staff meetings as requested or scheduled by administration.
9. Maintain strict confidentiality of district information in accordance with applicable laws and policies.
10. Collaborate with other staff on projects and respond to urgent needs as required.
11. Engage in professional development and collaborate with colleagues to support continuous growth.
12. Exhibit professional and ethical behavior in all communications and interactions.
13. Perform any other related duties as assigned by the School Business Administrator, Payroll Manager, or designee.

Verification of Competency:

1. District application and resume.
2. Required documentation outlined in the qualifications above.
3. A minimum of three letters of reference from former employers, teachers, professors or other professional sources.
4. Employment interview.
5. Official college transcript, if applicable.

Physical Demands, Visual Acuity and Working Conditions:

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 accommodation 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.

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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 time.

Terms of Employment:
12-month non-aligned, salaried position with agreement between the employee and Perth Amboy Board of Education. Salaries, benefits, and leave time as negotiated. The Payroll Specialist will be evaluated by the School Business Administrator, Payroll Manager, or designee.

Legal References:
18A: 11-1
18A: 26-2
NJAC 6:3-1.21

Date Adopted: March 24, 2026
Date Revised: