

UNION COUNTY VOCATIONAL-TECHNICAL SCHOOLS

JOB DESCRIPTION

TITLE: Payroll-Benefits Coordinator

REPORTS TO: Business Administrator/ Board Secretary

QUALIFICATIONS:

1. Bachelor's Degree in related field.
2. Effective bookkeeping skills and demonstrated proficiency in data processing and use of automated office equipment and software packages.
3. Strong interpersonal and communication skills.
4. Required Office of Student Protection (formerly Criminal History) clearance and proof of U.S. citizenship or resident alien status.
5. Other alternatives as determined by the Superintendent.

RESPONSIBILITIES:

Efficiently and expeditiously coordinates, administers and maintains employee payroll and benefit program with a high degree of knowledge and discretion. Serves as a confidential liaison for staff members, providers and government entities.

DUTIES:

1. Posts payroll transactions to various ledgers, journals and registers, and assists in preparing, adjusting and closing journal entries and prepares payroll reports.
2. Prepares and processes payroll. Reviews payroll transactions for accuracy and completeness.
3. Audits, reviews and inputs various payroll data (timesheets, over-time, substitute records, etc.)
4. Reviews salary changes, new hire information and status changes.
5. Assists in preparing withholding, social security and tax returns.
6. Prepares deductions for authorized and mandatory deductions.
7. Be the primary contact for employee related questions, inquiries and concerns.
8. Maintains and communicates time-sheet, and payroll calendar to District staff and substitutes.
9. Administers online vendor benefit websites, additions, changes and deletions.
10. Works with pertinent Business Office personnel respective to reimbursements for Leaves of Absence and/ or benefit deductions.
11. Administers medical reimbursement waivers.
12. Organizes job functions and work assignments to be able to effectively complete assignments within established and required time frames.
13. Creates and runs salary and health benefits data reports utilized in District operations such as negotiations, business office functions, required local, State and Federal reporting responsibilities, etc.

14. Other duties as assigned by the Superintendent or the School Business Administrator

SKILLS

- Strong oral and written communication skills, including the ability to edit and revise existing copy;
- Ability to converse comfortably with coworkers, administration, students, parents, and other members of the public;
- Strong organizational skills and the ability to meet tight deadlines in fast-paced environment;
- Ability to work periodic evenings and occasional weekends as necessary

HUMAN RELATIONS:

1. Works cooperatively and enthusiastically with staff and the administration in achieving the schools' educational goals.
2. Exhibits professional and ethical attitudes and behaviours toward colleagues.

SCHOOL-WIDE EFFECTIVENESS:

1. Implements required school regulations and administrative requests.
2. Accepts responsibilities for the provision of a safe and clean environment.
3. Establishes and maintains parents/guardians and community confidence in the schools' programs and efforts.
4. Contributes/lends assistance to committees, staff meetings, and/or individuals promoting school related activities.
5. Demonstrates good attendance and punctuality.

PROFESSIONAL GROWTH:

1. Works with colleagues to evaluate and to ensure effectiveness.
2. Seeks assistance when necessary.
3. Accepts and uses constructive suggestions.
4. Benefits from opportunities to improve professionally including, but not limited to, taking courses, attending workshops, attending lectures, reading current materials, and participating in professional organizations.
5. Develops ways of applying recently acquired professional knowledge and skills.
6. Sets appropriate professional growth goals and objectives.
7. Keeps informed of recent developments in his/her area of expertise.

TERMS OF EMPLOYMENT:

Twelve months, unclassified salary as recommended by the superintendent and determined by the Board.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of Board of Education Policy and State Law.

The list of duties above does not constitute an exclusive listing of functions but merely sets forth by way of guidance some of the duties of the position.