

Job Description

Board of Education Woodbridge Township

Title: **Bookkeeper - Payroll**

Function: In accordance with established procedures, perform efficiently the detailed payroll functions under the direction of the Department Supervisor.

Reports To: Supervisor - Payroll

Duties, responsibilities, and authorities:

A. Duties:

1. Open, process, and distribute mail.
2. Review and process all vouchers received for other earnings.
3. Monitor all on-call subs for eligibility to enroll in DCRP
4. Process all income verification requests.
5. Review and process all Direct Deposit and W4 change requests received through the employee portal.
6. Update employee cards as needed.
7. Complete AFLAC forms upon request.
8. Process all name and address changes.
9. Process all unemployment forms received
10. File all vouchers
11. Enter and keep track of end of year vouchers.
12. Monitor and Pay Athletic Coaches per schedule.
13. Render information and advice to employees and Administrative personnel on matters relating to payroll.
14. Handle in-person and telephone inquiries.
15. Troubleshoot.

B. Professional preparation:

1. A High School Diploma is required.
2. Post-Secondary training or prior payroll experience preferred.

C. Experience/Background:

1. Experience demonstrating a proficient ability in working with figures.
 2. Maintain advanced levels of computer literacy skills.
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D. Personal qualifications:

1. Must be able to perform assigned tasks.
2. Must have good numerical aptitude and ability to use calculating machine.
3. Ability to adhere to procedures and capacity for handling multiple details under moderate pressure.
4. Ability to grasp instructions and meet changing conditions.
5. Must be mature and possess integrity.
6. Must be punctual and dependable.
7. Must be discerning individual who presents a neat and appropriate appearance at all times.
8. Must have the ability to keep information strictly confidential.
9. Must be able to work under pressure.
10. Must be able to adhere to deadlines.
11. Must be able to work after assigned hours when needed.
12. Must be able to multitask.

May 2023
