

Nutley Public School District Job Description

Job Title: Bookkeeper-Payroll and Benefits
Department: Office of the Business Administrator
Reports To: Business Administrator/Board Secretary

Salary Guide: District Wide – 12 Months **GAAP Code**: 11-000-251-100-00-000

Position Summary:

Responsible for all facets of payroll, health benefits and pension administration

for the district.

Qualifications:

Experience with payroll and health benefits.

Position Objective:

To ensure that all payroll, pension and health benefits are properly addressed.

Essential Duties:

The Bookkeeper-Payroll and Benefits position has the duties and responsibilities

commonly associated with this position, including (but not limited to) the

following:

1. Responsibilities for payroll:

-Input of all personnel – insuring proper placement on guide where applicable.

-Input of all time cards and payroll for extra compensation and overtime.

-Proper distribution of salary accounts in accordance with district budget allocations.

`ll payroll deductions.

-Distribution of salary payments to all schools.

-Handle garnishments and Workmen's Compensation checks.

-Complete 941 Tax forms and all other quarterly reports.

-Prepare W-2's and reconcile with the IRS.

-Set up a proper schedule for all pay dates and direct deposit dates.

2. Responsibilities for pension:

-Enroll new personnel in proper pension funds.

-Aid personnel in applying for retirement-certifying final salary.

-Prepare all pension reports quarterly – all 927W reports and WR30 reports to the State of NJ.

-Prepare quarterly reconciliation of all PERS, TPAF and Essex Co. pension reports online.

3. Responsibilities for health benefits:

-Enroll new employees and dependents.

-Verify and pay monthly bill to all health benefit providers.

-On-line updating of any employee changes.

-Insure proper payroll deductions of all medical and dental contributions.

-Handle Cobra, Opt-Out and change of plan requests.

-Administer open enrollment.

Responsible for the Flexible Spending Account.

- 5. Responsibilities connected to unemployment and family leave:
- -Pay unemployment bill.
- 'erify requests to the State of NJ. ertify family leave applications.
 -Verify unemployment status.

Evaluation

Performance in this position will be evaluated annually in accordance with Board's policy.

Computer Skills

Familiarity with Computer Solutions SMARTS or equivalent software. Working knowledge of excel and word.

Physical Demands

The physical demands described in this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment

The work environment characteristics are representative of those an employee encounters while performing the essential functions of this job.

ard Approval Date:	
Certified by:	Russell Lazovick
	Superintendent of Schools