



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.
 - All 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.

