

**TITLE: PAYROLL & BENEFITS CLERK**  
With additional training, experience and duties,  
**BENEFITS REPRESENTATIVE / ADMINISTRATIVE OFFICER**

**QUALIFICATIONS:**

1. High School diploma; courses in bookkeeping, accounting and business mathematics
2. Minimum experience as determined by the board
3. Effective bookkeeping skills and demonstrated proficiency in data processing and use of automated office equipment and software packages.
4. Experience with a human resources information system.
5. Good interpersonal and communication skills. High level of interpersonal skills required to interact with employees, leaders, vendors and others.
6. For the higher title, college degree, 2 years additional experience
7. Required criminal history check and proof of U.S. citizenship or resident alien status

**REPORTS TO:** School Business Administrator or HR Director

**JOB GOAL:**

To assist in the administration of the district's payroll and benefits program, with a high degree of responsibility, discretion and confidentiality, using independent judgment, in addition to routine work necessary for the smooth and efficient administration of the payroll and benefits program.

**PERFORMANCE RESPONSIBILITIES:**

1. Posts payroll transactions to various ledgers, journals, and registers; and assists in preparing, adjusting, and closing journal entries and prepares various payroll reports. Reviews payroll transactions for accuracy and completeness, verifies against appropriate documentation, and forwards for processing; inputs payroll data into the computer for tracking, manipulation, and reporting purposes; and compiles and prepares specialized payroll reports for department. Researches payroll records to assist in the identification and resolution of problems, errors, or inadequacies of payroll information.
2. Records employee information such as personal data, compensation and benefits information. Updates employee information. Examines employee files to answer questions from authorized individuals. May administer aptitude tests, answer phones, and perform other clerical functions.
3. Performs related functions such as:
  - a. Research and answer employee questions regarding pay policies;
  - b. Prepare payroll actions and handle payroll errors;
  - c. Act as a liaison for communication and problem solving;
  - d. Human Resource notices (W-4s and direct deposit requests);
  - e. Audit and review various payroll data (timecards, bonuses, payments);
  - f. Review salary changes, new hire information and status changes;
  - g. Functions as first point of contact for benefit vendors and internal customers;

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## PAYROLL & BENEFITS CLERK/BENEFITS REPRESENTATIVE / ADMINISTRATIVE OFFICER (continued)

- h. Assist in preparing withholding, social security, and tax returns.
4. Compiles and processes payroll information including data entry of timesheets, deductions, and related data. May also be responsible for calculation of over time, incentive pay, shift differential etc. Calculates pay by multiplying applicable hours by rate. Prepares deductions for authorized and mandatory deductions. May enter data on hires, terminations, and wage adjustments. Prepares and maintains periodic payroll reports to include earnings, tax, and deduction summaries. Serves as the primary contact for employee payroll related questions, inquiries, and concerns.
5. Prepares financial statements, income statements, and cost reports to reflect financial condition of the district.
6. Coordinates and assists with implementation of specific district benefit programs for benefit-eligible employees. Consult, advise and act as liaison to employees, insurance carriers, health care providers and the hospital community at large. Analyzes and prioritizes workflow and serves as lead trainer for support staff.
7. Assists Manager with annual Open Enrollment process and other special projects as needed. Originates and implements informational sessions. Maintains a high level of knowledge and skill regarding State and Federal laws and regulations governing employee benefits and how they pertain to benefit plans administration, e.g., ERISA, COBRA, HIPAA. Monitors administration of existing programs at the Benefits Center to assure compliance with federal, state, and other applicable regulations. Develops and maintains learning plan to ensure expertise through variety of reading, research, learning programs, seminars, etc. Conducts new hire orientations, both group and individual, explaining options and benefits packages.
8. Creates and updates the departmental or district SOP Manual:
  - a. Researches need for updates to Benefits Plan Document;
  - b. Explains insurance benefits;
  - c. Summary Plan Descriptions as necessary.
9. Administers Retirement Program, handles retirement paperwork.
10. Organizes job functions and work assignments to be able to effectively complete assignments within established time frames.
11. Provides customer support for behavioral health appeals, difficult or sensitive claims resolution and for claims resolution for executive staff.
12. Maintains confidentiality of sensitive correspondence, records and information.
13. Performs other related duties as assigned by the superintendent or school business administrator. Serves as backup to other HR staff as necessary.

### TERMS OF

**EMPLOYMENT:** Salary and work year to be determined by the board.

### ANNUAL

**EVALUATION:** Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations.

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ADMINISTRATIVE OFFICER (continued)

Approved by: Mendham Borough Board of Education

Date: December 20, 2016

## LEGAL REFERENCES:

<u>N.J.S.A. 18A:6-7.1</u>	Criminal history record
<u>N.J.S.A. 18A:16-1</u>	Officers and employees in general
<u>N.J.S.A. 18A:16-2</u>	Physical examinations; requirement
<u>N.J.S.A. 18A:17-2</u>	Tenure of secretarial and clerical employees
<u>N.J.S.A. 18A:4-14, -14.1</u>	Uniform system of bookkeeping for school districts
<u>N.J.S.A. 18A:34-2</u>	Care and keeping of textbooks and accounting
<u>N.J.A.C. 6A:23-2</u>	Double-entry bookkeeping and GAAP accounting in local school districts
<u>N.J.A.C. 6A:32-6</u>	School employee physical examinations

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.