



HUMAN RESOURCES AND PAYROLL MANAGER

Qualifications:

1. Bachelor's Degree in Business preferred or High School graduate with four plus years of experience in payroll and/or human resources may be considered.
2. Ability and willingness to work with the public.
3. Ability to maintain strict confidentiality on all Central Office matters, including but not limited to personnel, negotiations, budget transfers, etc.
4. Ability to operate payroll software and computer with reasonable instruction.
5. Knowledge of Microsoft Word and Excel or Google Sheets and Docs required.
6. Required criminal history check and proof of US citizenship or resident alien status.
7. Such other alternatives to the above qualifications as the Board of Education may find appropriate and acceptable.

Reports to: Board Secretary and Superintendent of Schools

Job Goal: To efficiently and effectively manage the District's payroll, personnel and employee benefits programs.

Duties and Responsibilities:

Human Resources

1. Assists employees with any payroll/benefits related questions, forms, etc.
2. Prepares the new-hire packet and reviews this with new employees.
3. Organizes and compiles materials for the new employee orientation.
4. Prepares quarterly reports for withholding tax, FICA, and pension.
5. Assists staff with retirement, withdrawal and loan reports.
6. Under the direction of the Business Administrator, administers health benefits program, including coordinating open enrollment, and processes COBRA notices.
7. Maintains district attendance records
8. Maintains Personnel Handbook
9. Processes employment verifications, unemployment reports and wage garnishments.
10. Prepares compensated absence reports for the auditors
11. Prepares Employee contracts
12. Systems 3000 liaison for payroll and personnel updates and issues.
13. Coverage for Accounts Payable Secretary and Board Secretary
14. Workman's Compensation & annual OSHA reporting
15. NJ Smart
16. Assists with management of Frontline/Aesop and Systems 3000 Personnel
17. Maintains a well-organized, up-to-date filing system.
18. All other duties relative to the position as assigned by the Administration.

Payroll

1. Computes payroll making deductions for income tax, retirement, medical insurance and the like.
2. Ensure that all extra compensation pay was approved by the Board of Education.
3. Compile and ensure accuracy of all payroll time sheets submitted.
4. Prepares reports and checks for proper agencies covering all deductions.
5. Prepares quarterly reports for withholding tax, FICA and pension.
6. Maintains records covering all deductions, W-2s, etc.
7. Prepares all tax forms relating to payroll matters.
8. Prepares reconciliation of payroll and agency bank accounts.
9. Prepares all semi-monthly and monthly transmittals to all federal and state agencies to include all wire transfers.
10. Maintains a well-organized, up-to-date filing system.
11. Completes a nightly back up.
12. All other duties relative to the position as assigned by the Administration.

Terms of Employment: 12-Month Position (July 1st through June 30th)

Salary: Based on the Board-approved rate.

Evaluation: Performance of this position shall be evaluated in accordance with Board policy.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

Adopted: 8-8-2023

“Clayton Schools...In Pursuit of Excellence.”