



# Haddonfield Board of Education

1 Lincoln Avenue  
Haddonfield, New Jersey 08033

## Job Description

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**POSITION:** Payroll/Benefits Specialist

### **QUALIFICATIONS:**

- A. High School Diploma - Minimum
- B. Demonstrates competence in the use of computers and related software applications such as: spreadsheets, databases, and word processing.
- C. Minimum 3 years experience in public school payroll/benefits services.
- D. Other training or experience the Board may deem appropriate and acceptable.

**PRIMARY FUNCTION:** Responsible for timely, accurate, and systematic preparation of district payroll/benefits services.

**REPORTS TO:** Business Administrator/Board Secretary

### **MAJOR DUTIES AND RESPONSIBILITIES:**

- A. Process payroll data for all school district employees and maintains accurate, up to date files on all payroll information.
- B. Receive and compute payroll time sheets for hourly employees, compute deductions for agencies and other payroll deductions.
- C. Responsible for all payroll direct deposit transactions and accounting.
- D. Responsible for preparation, verification and distribution of payroll checks.
- E. Responsible for balancing and keeping accurate records for Agency and Payroll Accounts for bank reconciliation.
- F. Responsible for preparation and timely deposits of Payroll and Federal and State Income Tax.
- G. Responsible for accurate preparation and timely submittal of quarterly reports for the State Pension System and Federal and State Tax.



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- H. Responsible for accurate preparation and timely submittal of annual reports for the State Pension System and Federal and State Tax.
- I. Responsible for preparation of all contracts for employees performing extracurricular assignments.
- J. Responsible for filing all worker's compensation claims and timely submittal of follow-up reports and billing.
- K. Responsible for the accurate maintenance of records and enrollments for the district Cafeteria Plan, Dental Plan, and Health Benefit Plan.
- L. Responsible for preparation and submittal of retirement and insurance forms (COBRA, etc.) for district employees.
- M. Responsible for enrollment of all applicable district employees in the appropriate pension and insurance plans.
- N. Assists with the preparation of accounts and records for the annual district audit.
- O. Performs other duties as assigned by the Business Administrator/Board Secretary.

**TERMS OF EMPLOYMENT:** Twelve-month position; Salary and work year to be established by the Board.

**BENEFITS:** Benefits are available to full time employees per the negotiated contract.

BOE Approved Date:

BOE Review Date: