



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, word processing, and GoogleDrive/Docs/Sheets.
- 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:

- Payroll
 - Process payroll data for all school district employees and maintains accurate, up-to-date files on all payroll information.
 - Coordinate with Omni for 403(b) and other investments
 - Review timesheets for accuracy
 - Responsible for preparation, verification, and distribution of payroll checks.
 - Compute deductions for agencies, and other payroll deductions.
 - Responsible for all payroll direct deposit transactions and accounting.
 - Responsible for preparation and timely deposits of Payroll and Federal and State Income Tax.
 - Update software for current salaries, pay scales, health benefit costs, etc to ensure paychecks are accurate
- Accounting/Agency
 - Responsible for balancing and keeping accurate records for Agency and Payroll Accounts for bank reconciliation.
 - Assist with the preparation of accounts and records for the annual district audit.
- Reporting



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- Process end of year reports including W-2s
- Responsible for reporting to the state on necessary forms involving Family Leave Insurance, Disability, Workers' Compensation, and Unemployment
- Pension
 - Complete all responsibilities of the Certifying Officer including the ROC reports
 - Responsible for accurate preparation and timely submittal of annual reports for the State Pension System.
 - Responsible for enrollment of all applicable district employees in the appropriate pension.
 - Responsible for preparation and submittal of retirement forms to the state
- Other Responsibilities may include:
 - Responsible for the accurate maintenance of records and enrollments for the district Cafeteria Plan, Dental Plan, and Health Benefit Plan.
 - Responsible for preparation and submittal of insurance forms (COBRA, etc.) for district employees.
 - Responsible for preparation of all contracts for employees performing extracurricular assignments.
 - Perform 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: 1/24/19
BOE Review Date: