

## LACEY TOWNSHIP SCHOOL DISTRICT

### Payroll Benefits Specialist

JOB TITLE: Payroll Benefits Specialist

REPORTS TO: Business Administrator or designee

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

#### QUALIFICATIONS:

1. High School diploma; or equivalent certificate. Associates Degree preferred.
2. Minimum experience as determined by the Board
3. Proficiency in data processing and use of automated office equipment and software packages
4. Excellent interpersonal and communication skills
5. Required criminal history check and proof of U.S. citizenship or resident alien status

#### RESPONSIBILITIES:

1. Records employee information such as personal data, compensation and benefits information. Updates employee information. Examines employee files to answer questions from authorized individuals.
2. Performs related functions such as:
  - a. Research and answer employee questions regarding pay policies;
  - b. Act as a liaison for communication and problem solving of benefits/pension issues;
  - c. Assists with special projects as needed;
  - d. Review payroll and/or personnel data;
  - e. Review salary changes, new hire information and status changes;
  - f. Functions as the first point of contact for benefit vendors and staff;
  - g. Prepares all payroll and/or personnel reports.
3. Serves as a contact for employee payroll and/or personnel related questions, inquiries, and concerns.
4. Coordinates and assists with implementation of specific district benefit programs for

- a. Benefit-eligible employees. Consult, advise and act as a liaison to employees, insurance carriers and health care providers.
  - b. Assist with the annual Open Enrollment process and other special projects as needed.
- 5. Acts as a liaison to the district workers compensation provider.
- 6. Processes unemployment claims on a timely basis.
- 7. Handles enrollment, and advises employees about district approved disability plans.
- 8. Originates and implements information sessions with new employees and retirees.
- 9. Processes termination and retirement paperwork.
- 10. Distributes and tracks onboarding paperwork for new employees.
- 11. Assists Payroll Coordinator as requested by the Business Administrator or designee with payroll transactions, reviews payroll transactions for accuracy and completeness, verifies against appropriate documentation, forward for processing; inputs payroll data into the computer software for tracking and reporting purposes; and compiles and prepares specialized payroll reports for the department. Researches payroll records to assist in the identification and resolution of problems, errors, or inadequacies of payroll information, if requested.
- 12. 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. Conducts new hire orientations, both group and individual, explaining options and benefit packages.
- 13. Organizes job functions and work assignments to be able to effectively complete assignments within established time frames.
- 14. Maintains confidentiality of sensitive correspondence, records and information.
- 15. Performs other related duties as assigned by the Business Administrator or designee. Serves as backup to other staff as necessary.

TERMS OF EMPLOYMENT: Work year and salary to be determined by the Board of Education

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

Approved by: Lacey Township Board of Education

Date Approved: July 20, 2015

Revised:

**LEGAL REFERENCES:**

N.J.S.A. 18A:6-7.1 Criminal history record

N.J.S.A. 18A:16-1 Officers and employees in general

N.J.S.A. 18A:16-2 Physical examinations; requirement

N.J.S.A. 18A:17-2 Tenure of secretarial and clerical employees

N.J.S.A. 18A:4-14, -14.1 Uniform system of bookkeeping for school districts

N.J.S.A. 18A:34-2 Care and keeping of textbooks and accounting

N.J.A.C. 6A:23-2 Double-entry bookkeeping and GAAP accounting in local school districts

N.J.A.C. 6A:32-6 School employee physical examinations

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