

## **LACEY TOWNSHIP SCHOOL DISTRICT**

### **Payroll Coordinator**

JOB TITLE: Payroll Coordinator

REPORTS TO: Business Administrator and/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
2. Minimum experience as determined by the board
3. Proficiency in data processing and use of automated office equipment and software packages
4. Good interpersonal and communication skills
5. Required criminal history check and proof of U.S. citizenship or resident alien status

#### **RESPONSIBILITIES:**

1. Posts payroll transactions and assists in preparing 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 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.
2. Records employee information such as personal data, compensation and benefits information. Updates employee information. Examines employee files to answer questions from authorized individuals.
3. Performs related functions such as:
  - a. Research and answer employee questions regarding pay policies;
  - b. Prepares and pays applicable taxes each pay period;
  - c. Prepare salary summary reports and compile payroll agency data each pay period;
  - d. Payroll notices (W-4s and direct deposit requests);
  - e. Assists with special projects as needed;

## Payroll Coordinator (continued)

- f. Review salary changes, new hire information and status changes;
  - g. Assist in preparing payroll reports.
4. Compiles and processes payroll information including entry of deductions and related data. May also be responsible for calculation of overtime, incentive pay, shift differential, and retro, 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. Organizes job functions and work assignments to be able to effectively complete assignments within established time frames.
  6. Maintains confidentiality of sensitive correspondence, records and information.
  7. Performs other related duties as assigned by Business Administrator and/or designee.
  8. 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

Revised: December 16, 2021

Date Approved: July 20, 2015

## 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