

**CAMDEN COUNTY EDUCATIONAL SERVICES COMMISSION
225 WHITE HORSE AVENUE
CLEMENTON, NEW JERSEY 08021
856-784-2100**

JOB DESCRIPTION

TITLE: Payroll / Benefits Coordinator

QUALIFICATIONS:

1. Bachelor degree in accounting, business or closely related field or an equivalent combination of education and experience.
2. Demonstrated competency in word processing, computer skills and aptitude for organization and detail to fulfill performance responsibilities.
3. Pass a Criminal History Review under the provision of P.L. 1986, C116.
4. Pass a physical examination in accordance with statute and board policy.
5. Such additions and alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: School Business Administrator / Board Secretary

JOB GOAL: Under the general supervision of the School Business Administrator, perform a variety accounting work with the emphasis in technical task related to payroll and preparation of payroll financial reports, statements and special financial analysis; also coordinate employees benefit programs..

PERFORMANCE RESPONSIBILITIES:

1. Coordinate the daily operation of the ESC payroll system; review all additions, deletions and changes in payroll information for accuracy.
2. Receive and review payroll records ensuring compliance with ESC policies, procedures, and regulation; enter payroll into system; process, calculate, and post a variety of payroll actions including wage garnishments, benefits, withholding, payroll liability claims, extra compensation hours, and worker's compensation claims; prepare, balance and correct payroll reports.
3. Maintain a variety of files and records related to the payroll system; enter new employees, retirements, and terminations; make permanent payroll employee changes to benefits, taxes, address, deduction; accruals, and add pays; post to payroll computer system.

4. Prepare Semi-monthly payroll and all related payroll reports including tax deposits, 941 quarterly filings, W-2's and other payroll, monthly, quarterly, and end of year reports.
5. Post entries from supportive records and balance against other records.
6. Check records and papers for clerical and mathematical accuracy, completeness, and compliance with established standards and procedures.
7. Reconcile retirement system reports to payroll; make adjusting entries; serve as liaison between ESC and retirement system.
8. Prepare payroll records, financial and statistical reports.
9. Research and analyze regulatory updates and other information impacting the payroll system; implement required changes to system.
10. Serve as liaison with administration and staff regarding payroll-related issues.
11. Aid independent auditors in their performance of annual audit; answer questions, locate materials, explain procedures and policies as requested.
12. Compiles, types and maintains department records, respond to technical questions from the employees and provide necessary information.
13. Collaborates with the payroll software vendor in the production of payroll reports as well as updates and correction of software problems that arise in the payroll process.
14. Responsible for initiating and maintaining records in the event of an extreme emergency or disaster.
15. Administers the employee benefits program including health, prescription, pension, COBRA and overage dependent coverage.
16. Serve as liaison with employees and investigate employee complaints concerning payroll and health benefits.
17. Provide backup for other business office personnel as needed.
18. Performs any other tasks or duties assigned by the Superintendent or Business Administrator/Board Secretary.

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TERMS OF

EMPLOYMENT: Part time; contract terms and salary to be determined by the Board of Directors.

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of New Jersey statute, administrative code and Board policy.

Board Approval

Initial: 11/2/2005
Revised: 2/7/2007
Revised: 3/3/2010
Revised: 5/5/2010
Revised: 8/3/2011