

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

**JOB DESCRIPTION**

**TITLE:** Payroll / Benefits Coordinator

**QUALIFICATIONS:**

1. Demonstrated competency in word processing, bookkeeping, computer skills and aptitude for organization and detail to fulfill performance responsibilities.
2. Demonstrated knowledge of and prior experience in payroll and benefits administration
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:** To assure the efficient and effective operation of the business office for maximum positive impact on the programs and services of the Commission.

**PERFORMANCE RESPONSIBILITIES:**

1. Collects and prepares all input information for payroll processing.
2. Prepares employee paychecks.
3. Records all payroll transactions and maintains payroll ledgers and all related payroll and agency files.
4. Prepares and submits all payroll related reports.
5. Administers the payroll agency account.

6. Administers the employee benefits program including health, prescription, pension, COBRA and overage dependent coverage.
7. Responsible for organizing and maintaining employee personnel files which include employment history and contracts, emergency contact information, health benefits information, payroll deductions and other required documents.
8. Prepares and maintains file of employee contracts.
9. Maintains an inventory of the Commission's assets.
10. Performs any other tasks or duties assigned by the Superintendent or Business Administrator/Board Secretary.

**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