

TRENTON BOARD OF EDUCATION

JOB DESCRIPTION

Senior Payroll Specialist

QUALIFICATIONS:

1. High School Diploma.
2. Seven (7) years of experience in payroll. (Required)
3. Knowledge and experience working with multiple computerized payroll systems and spreadsheet software such as Excel, word processing, internet and e-mail processing. (Required)

REPORTS TO:

Assistant Comptroller

JOB GOAL

Responsible for providing support to the Assistant Comptroller in areas including, but not limited to organizing, planning and designing payroll workflow, maintaining related financial records, preparing and processing payroll and other reports and assisting in the overall operations of the Payroll Department.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

1. Assists the Assistant Comptroller in the planning and development of workflow for the Payroll Department in order to process payroll in a timely and accurate manner.
2. Responsible for maintaining accurate financial records for the payroll department.
3. Responsible for establishment of voluntary and in-voluntary garnishments from employee payroll.
4. Contacts schools/offices to obtain corrections on time sheets and payroll verification for employees who are out of leave time.
5. Assists in the preparation of all quarterly and year end reports (wage, tax, pension, etc.)
6. Assists with the maintaining, reconciling and preparation of all financial records for payroll agency accounts.
7. Assures accuracy of the payroll disbursement journals and reviews payroll accounts for GAAP codes assigned.

- 8. Prepares transactions to adjust accounts which need to be submitted to the Accounting Department.
- 9. Reviews monthly Board Agenda to ensure accurate payroll changes.
- 10. Assists in the preparation of any and all reports assigned by the Assistant Comptroller/Comptroller.
- 11. Assists with the accurate maintenance of financial records for payroll reports and the coordination of timely retrieval of documents requested by external auditors.
- 12. Attends workshops and conferences for up to date payroll procedures and issues.
- 13. Promotes positive inside and outside relations via telephone/in-person.
 - a. Interacts with all internal/external contacts regarding payroll related information in a discreet and confidential manner.
 - b. Demonstrates knowledge of work processes within skill area.
 - c. Facilitates smooth work process with liaison relationships (Mercer, Social Service, Constables).
 - d. Interacts with Accounting and Human Resources Departments and other administrators regarding accounting/personnel issues.
 - e. Works in consultation with the Assistant Comptroller/Comptroller to ensure that payroll issues are handled in a smooth and timely manner.
- 14. Follows Trenton Board of Education polices, procedures and office practices.
- 15. Performs other duties related to the operation of the Payroll Department, as assigned by the Assistant Comptroller/Comptroller and/or his/her designee.
- 16. Upholds philosophies/values and Board Policies of the Trenton School District.
- 17. Exercises safe and appropriate work habits.
 - a. Demonstrates knowledge of and follows prescribed safety policies/procedures.
 - b. Demonstrates general knowledge of work process within skill area.

TERMS OF

EMPLOYMENT: Twelve (12) months position

BARGAINING UNIT: Business and Technical

SALARY: In accordance with Business and Technical, Guide B

STATUS: Hourly _____ Salaried X
 Exempt _____ Non-Exempt X

EVALUATION: Performance of this position will be evaluated in accordance with the Board's policies and procedures on the evaluation of instructional personnel.

BOARD APPROVAL: 3/23/15

Board Approved
October 26, 2015