



## Upper Saddle River Schools Job Description

I. **Title:** Confidential Payroll & Benefits Secretary

II. **Qualifications:**

- A. College degree preferred
- B. Minimum experience as determined by the board
- C. Effective bookkeeping skills and demonstrated proficiency in data processing and use of automated office equipment and software packages.
- D. Experience with human resources information systems
- E. High level of interpersonal and communication skills required to interact with employees, leaders, vendors and others.
- F. Required criminal history check and proof of U.S. citizenship or resident alien status.

III. **Primary Function:** To assist in the administration of the district's payroll and benefits program, with a high degree of responsibility, discretion and confidentiality, using independent judgment, in addition to routine work necessary for the smooth and efficient administration of the payroll and benefits program.

IV. **Reports to:** School Business Administrator

V. **Major Duties and Responsibilities:**

- A. Posts payroll transactions to various ledgers, journals, and registers; and assists in preparing, adjusting and closing journal entries and prepares various payroll reports. Reviews payroll transactions for accuracy and completeness, verifies against appropriate documentation, and forwards for processing; inputs payroll data into computer for tracking, manipulation, and reporting purposes; and compiles and prepares specialized payroll reports for department. Researches payroll records to assist in the identification and resolution of problems, errors, or inadequacies of payroll information.
- B. Records employee information such as personal data, compensation, and benefits information. Updates employee information. Examines employee files to answer questions from authorized individuals. Will answer phones, and perform other clerical functions.
- C. Performs related functions such as:
  - Research and answer employee questions regarding pay policies
  - Prepare payroll actions and handle payroll errors
  - Act as a liaison for communication and problem solving
  - Human Resource notices (W-4s and direct deposit requests)
  - Prepares annual contracts and stipend contracts
  - Review salary changes, new hire information and status changes



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- Audit and review various payroll data (timesheets, bonuses, payments)
- Functions as first point of contact for benefit vendors and internal customers
- Prepare withholding, social security, and tax returns
- Interprets policies and government regulations in connection with payroll procedures

- D. Compiles and processes payroll information including data entry of timesheets, deductions, and related data. Responsible for calculation of overtime, incentive pay, shift differential etc. Prepares deductions for authorized and mandatory deductions. Enters data on new hires, termination and wage adjustments. Prepares and maintains periodic payroll reports to include earnings, tax, and deduction summaries. Be the primary contact for employee payroll related questions, inquiries, and concerns.
- E. Coordination and implementation of district specific benefit programs for benefit eligible employees. Process application for enrollment into the district benefit programs for benefit-eligible employees.
- F. Assists with the annual Open Enrollment process and other special projects as needed. Maintains a high level of knowledge of skill regarding State and Federal laws and regulations governing employee benefits and how they pertain to benefit plans administration, e.g., ERISA, COBRA, HIPAA. Provides new hires with individual new hire orientation, explaining options and benefit packages.
- G. Maintains and updates the department SOP Manual.
- H. Administers Retirement Program.
- I. Coordinates enrollments and transactions of the pension system and assists with questions regarding the system.
- J. Organizes job functions and work assignments to be able to effectively complete assignments within established time frames.
- K. Provides customer support for behavioral health appeals, difficult or sensitive claims resolution and for claims resolution for executive staff.
- L. Establish and maintain essential records and files.
- M. Prepare files for annual audit.
- N. Protect confidentiality of records and information about staff, and use discretion when sharing any such information within legal confines.
- O. Performs other related duties as assigned by the Superintendent or School Business Administrator. Serves as a backup to other HR staff as necessary.

VI. **Terms & Conditions of Employment:** Salary and work year to be determined by the board.

VII. **Compensation and Benefits:** As per contract.

VIII. **Evaluation:** Perforation of this job will be evaluated in accordance with provisions of the board's policy on evaluation of non-certified staff.