

**GREAT MEADOWS REGIONAL
BOARD OF EDUCATION**

JOB DESCRIPTION

TITLE: **HUMAN RESOURCES/PAYROLL**

QUALIFICATIONS:

Experience or degree in accounting or business administration

Computer experience including word processing, Excel and ADP payroll software.

Excellent organizational and communication skills

Required criminal background check

New Jersey residency required

REPORTS TO: Business Administrator/Board Secretary

PERFORMANCE RESPONSIBILITIES:

General Business Administration:

1. Assists the Business Administrator in the operation of insurance programs.
2. Assists the Business Administrator in the maintenance and administration of funds deposited in banks and institutions as authorized by the Board of Education.

Human Resources/Payroll:

1. Responsible for preparation of all payroll and related reports. This includes all bi-monthly tax payments, 403B payments, pension payments, garnishment payments, medical deductions, etc.; quarterly reports such as 941 federal taxes, New Jersey 927 state taxes, Pennsylvania state taxes, and WR-30 reporting. Responsible for balancing and distribution of year-end W-2's. Also responsible for maintaining personnel files relating to payroll, insurance and pensions.

2. Certifying Officer for Teachers Pension and Annuity Fund (TPAF), Public Employees' Retirement System (PERS) and Defined Contribution Retirement Program (DCRP): Responsibilities include monthly employee deduction payment to pensions and submission of Report of Contributions (ROC) to NJ State on a quarterly basis. Responsible for new enrollments, changes in deductions, terminations, etc.
3. Certifying Officer for School Employees' Health Benefits Program: Responsible for processing new hires, changes, terminations, billing, etc. Requires attention to record keeping and tracking percentage of salary used to calculate employee contribution for each health coverage level.

Miscellaneous:

- I. Responsible for Data Entry for state reports such as DRTRS and Certified Staff Report.
2. Assists the Board Secretary in preparing for Board of Education meetings. Includes advertising for meetings and completing minutes of all regular meetings, workshops, and special meetings.
3. Assists the Business Administrator when requested, to assume additional responsibilities consistent with the goals and philosophy of the Great Meadows Regional School District.
4. Assumes other related responsibilities as delegated by the Business Administrator/Board Secretary.

TERMS OF EMPLOYMENT: Twelve month continued employment

EVALUATION: Performance of this job will be evaluated in accordance with state law and the Provisions of Board policy and completed by the Business Administrator.

Revised: Dec. 17, 2019

Employee Signature