



West Windsor-Plainsboro Regional School District

Job Description

Job Title: Payroll Supervisor
Department: Finance
Report To: Assistant Superintendent of Finance
Salary Guide: Non-Affiliate A; Twelve-month contract
Prepared Date: 16 November 2021

Position Summary: Administers all aspects of the processing of payroll and associated third party and employment tax matters and supports human resources staff in all aspects of employee compensation.

Qualifications: Bachelor's degree (in accounting preferred). A minimum of seven to eight years related experience and/or training; or equivalent combination of education and experience may be substituted.

Essential Duties: The payroll supervisor has the duties and responsibilities, commonly associated with this position, which are performed directly or through the proper delegation of authority, within the framework of the general laws of New Jersey, the regulations of the NJ State Department of Education, the policies and rules of the West Windsor-Plainsboro Regional School District, and the terms of the collective bargaining agreements and policies, with all of which they are expected to be familiar.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Prepare and administer the district payroll providing the necessary accounting documents and controls to meet state and local auditing requirements.
- Assign and instruct employees in payroll activities and supervise and evaluate the performance of their work.
- Maintain proper contractual salaries, stipends and payments, as approved by the Board, for all employees.
- Prepare and complete all monthly, quarterly, and annual reports for pension, social security, state, and federal taxes and all other such deductions affiliated with payroll administration.
- Reconcile and transmit all payroll agency deductions, including but not limited to state and federal taxes, pension, health care, union and professional dues, tax shelter annuity programs, garnishments, etc.

- Manage the distribution of each payroll to budget line item accounts and that proper budgetary codes are charged.
- Prepare correspondence relating to district payroll activities.
- Respond to employee inquiries regarding payroll and payroll deductions.
- Ensure that all eligible employees are enrolled in the appropriate state pension system and that beneficiary changes, retirement and loan applications are processed properly.
- Respond to employee inquiries regarding pension and contributory life insurance benefits.
- Complete unemployment requests for wage and separation information.
- Make recommendations on the assignment of staff and utilization of equipment, materials, supplies and space.
- Serve as liaison with human resources and business department staffs on all payroll related matters.
- Verify salary data requested by third parties as appropriate in accordance with applicable laws and regulations.
- Conduct routine audits regarding payroll and associated payments.
- Perform all other duties as assigned by the Assistant Superintendent of Finance.

SUPERVISORY RESPONSIBILITIES: This position supervises payroll secretaries that are assigned to perform payroll related duties.

TECHNOLOGY SKILLS

Ability to be proficient in computer applications pertinent to support the position, including but not limited to Microsoft Office, Microsoft Excel, Systems 3000, Google Suite, Genesis Employee Portal, and Genesis Staff Management.

EVALUATION OF PERFORMANCE

Performance of this position will be evaluated annually in accordance with the New Jersey Administrative Code and Board of Education policy.

PHYSICAL DEMANDS

The physical demands described in this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

TERMS OF EMPLOYMENT

12 Month Contract. Salary and benefits as determined by the Board of Education and any applicable and collective negotiations agreement.

The information contained in this job description is reviewed and approved by the Board of Education and may be modified as district and state requirements evolve. This job description does not constitute a written employment contract.

NEW JERSEY FIRST ACT

New Jersey First Act, N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires employees of all school boards to reside in the State of New Jersey unless otherwise exempted under the law.

AMERICANS WITH DISABILITIES ACT STATEMENT

External and internal applicants, as well as employees who become disabled, must be able to perform the essential functions listed on this job description either unaided or with reasonable accommodation. The West Windsor-Plainsboro School District shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law, in the event such a determination becomes necessary.

The West Windsor-Plainsboro Regional School District is proud to be an Equal Employment Opportunity and Affirmative Action employer. The district does not discriminate based upon race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.

Board Approval Date: 11/16/2021

Certified by: CJ Conella
Director of Human Resources

