

SCOTCH PLAINS-FANWOOD BOARD OF EDUCATION
JOB DESCRIPTION
PAYROLL AND BENEFITS MANAGER

Date of Adoption: April 28, 2022

JOB TITLE: Payroll and Benefits Manager

REPORTS TO: School Business Administrator/Board Secretary and/or designee

SUPERVISES: Payroll Specialist

NATURE AND SCOPE OF JOB: Oversee all aspects of payroll and benefit operations while providing guidance and supervision to the Payroll Specialist.

QUALIFICATIONS:

1. 4 year college degree in finance, accounting, math or other related area of study.
2. A minimum of 5 years payroll and/or benefit administration. School district experience is preferred.
3. Experience with computer payroll systems, human resource information systems and spreadsheet software. Experience with System 3000 is preferred.
4. Ability to interpret, execute and enforce collective bargaining terms and conditions as it relates to payroll and benefits.
5. Collect, organize and analyze large data sets identifying trends and projecting future results.
6. Mastery of New Jersey pension policies and regulations.
7. Expertise in federal and state tax withholding and reporting requirements.
8. Excellent organizational and communication skills, both written and oral. High level of interpersonal skills required to interact with employees, administration, vendors and others.
9. Customer service driven management style.
10. Uncompromised integrity and character.
11. Hold a valid driver's license with no serious violations.
12. Provide proof of U.S. citizenship or legal alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
13. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education. During the initial six-month period, provide a sworn statement that there have not been any convictions of a crime or a disorderly person's offense in accordance with 18A:6-7.1.
14. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with 18A:16-3.
15. Pass the state required Mantoux Intradermal Tuberculin Test.
16. Meet such alternates to the above qualifications, as the Superintendent may deem appropriate, acceptable and legal.

EMPLOYMENT TERMS:

Salary and work year to be determined by the Board of Education.

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JOB RESPONSIBILITIES:

1. Provide guidance and supervision to the Payroll Specialist.
2. Manage the daily, weekly and monthly operations of the Payroll and Benefits Team ensuring all district and state deadlines are met.
3. Ensure all payroll functions are performed in accordance with state and federal regulation and district policy.
4. Resolve all payroll and benefit conflicts and issues with a focus on compliance and customer service.
5. Review all activities of the Payroll Specialist providing feedback and corrective action as needed.
6. Review all payroll and benefit processes for effectiveness and efficiency regularly and recommending improvements to Business Office leadership.
7. Provide an annual evaluation of the Payroll Specialist in compliance with district policy.
8. Review and approve each payroll for accuracy, completeness and compliance.
9. Execute all post-payroll processing tasks:
 - a. Reconcile and compile post-payroll reports for all employee deductions and taxes.
 - b. Submits payment to various tax agencies and payroll deduction vendors.
 - c. Reconciles and transfers budget reports to Fund Accounting.
10. Create, reconcile and submit all quarterly and annual tax returns.
11. Administer and maintain the district's medical and dental insurance plans:
 - a. Collects and processes enrollment applications and all employee benefit changes.
 - b. Consult and act as liaison for employees, insurance carriers, and the district's insurance broker.
 - c. Maintain register of all retirees participating in the district's benefit plans. Invoices retirees for amounts due and records receipt of payments.
12. Administer and maintain the district's Flexible Spending Account plan.
13. Coordinates and implements annual Open Enrollment for all employee benefit plans.
14. Analyze monthly medical and dental invoices to ensure proper billing.
15. Compile and analyze annual Chapter 44 and 78 reporting prior to submission to the State of New Jersey.
16. Maintain and update the district's Position Control Roster, ensuring that all budget code and position assignments are accurate in both the Personnel and Payroll systems.
17. Create and analyze scattergrams for all contract negotiations. Assist Business Administrator in calculation of increment and propose rate increases.
18. Interpret and implement policies and government regulations in connection with payroll procedures and related execution.
19. Update applicable sections of the district SOP Manual on an annual basis.
20. Participate in appropriate in-service and workshop programs and attend any required meetings.
21. Protect confidentiality of records and information about staff, and use discretion when sharing any such information within legal confines.

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22. Perform other tasks and assume other responsibilities as may be assigned by the Superintendent, School Business Administrator and/or designee. Serves as backup to other business office staff as necessary.

EVALUATION:

The School Business Administrator and/or designee shall evaluate the Payroll and Benefits Manager in accordance with Board Policy, this Job Description, and such other criteria as shall be established by the Board of Education.