

DELRAN TOWNSHIP SCHOOL DISTRICT

Payroll – Benefits Supervisor

Reports to: School Business Administrator/Board Secretary

The work identified to be completed may be managed successfully only by an individual qualified, to operate under the most general supervision, capable of exercising sound judgment in applying a series of defined data entry application procedures and often effecting decisions to solve challenges for which no precedent may exist, often without guidance from Board Secretary. The successful candidate must possess knowledge; skill and ability characteristics not found ordinarily among administrative professional ranks and must demonstrate the ability to act in a supervisory capacity, especially as a conduit of key confidential data between the district and financial institutions and benefit brokers, in a multi-data base "E" business environment.

QUALIFICATIONS

Significant and demonstrable experience in the management of the following areas: compensation, health benefits, payroll, and State of New Jersey pension systems appropriate to public schools and State of New Jersey Agency programs.

Significant and demonstrable knowledge of the following areas: the rules, regulations, and instructions pertinent to payroll, pension, financial accounting, compensation, disability insurance, and health benefits.

Demonstrable experience in computer literacy, including but not limited to: IBM AS 400 systems, windows, WORD, EXCEL, DOE NET and web based data mgmt systems, Lotus Notes and local area networking.

GENERAL DUTIES AND RESPONSIBILITIES

1. Serve as a repository for confidential data relating to grievance and arbitration processes in the areas of compensation, benefits, and employee reimbursements
2. Maintain all pertinent information via a database management system.
3. Supervise the preparation and distribution of the hi-weekly payroll and all attendant reports.
4. Supervise the preparation and timely distribution of all required reports relating to assigned financial transactions.
5. Monitor applicable account balances and provide revenue estimates for the Board Secretary.

6. Supervise the monthly reconciliation of collections and payments relating to the district health benefits program.
7. Prepare checks for necessary disbursements in assigned areas of responsibility.
8. Supervise the maintenance of the district programs for: health benefits, worker compensation, various and sundry deposits for saving plans and agency programs.
9. Supervise the preparation of all end-of-year and roll-over reports and balance reconciliation.
10. Maintain the district program of tax shelters and employee saving plans.
11. Supervise the posting of garnishments, judgments, etc.
12. Prepare confidential reports and data projections for the purposes of contract negotiations.

Note: these tasks are all performed via an on-line data accounting environment.

All other duties as assigned by your immediate Manager and/or Superintendent.

JOB CONDITIONS AND SALARY

This is a twelve month position, assigned to the exempt category of service, with salary to be negotiated annually and a benefits program applicable to the appropriate category of employment.

APPROVED BY THE BOARD OF EDUCATION: February 13, 2012