

FLEMINGTON-RARITAN REGIONAL SCHOOLS

JOB DESCRIPTION

TITLE: Payroll Secretary

QUALIFICATIONS:

1. Ability to maintain confidentiality and interact professionally with staff and public.
2. Two years secretarial training or three years secretarial job experience.
3. Excellent organizational, secretarial and written communication skills.
4. Be multi-task oriented and flexible.
5. Computer literate with software programs such as Microsoft Word, Microsoft Outlook, Excel, and be familiar with the Internet.
6. Knowledge of business machines.
7. Criminal history background check and proof of U. S. citizenship or legal resident alien status and a complete physical examination.

REPORTS TO: Business Administrator

JOB GOAL: To ensure the efficient administration of the payroll program and the efficient performance of the Business Office.

PERFORMANCE RESPONSIBILITIES:

1. Helps sort and distribute Central Office mail on a rotating basis with fellow departments.
2. Attends to Business Office visitors.
3. Places and receives telephone calls and records messages as applicable.
4. Implements payroll and prepares all related reports.
5. Maintains and updates appropriate payroll manuals and checklists.
6. Implements employee pension program and prepares all pension reports.
7. Assists with preparation of personnel section of annual budget including maintaining updated information in data base for report generation.
8. Makes payments of all taxes and deductions.
9. Maintains tax accounts.
10. Assists in the preparation for and completion of the annual school district audit.
11. Maintains unemployment files and account.
12. Compile, maintain, and communicate/distribute strategic, confidential (negotiations) materials and budgetary information, including without review salary, benefit, and cost information and review.
13. Provides backup in the Payroll/Benefits Coordinator's absence.
14. Processes building use forms.
15. Provides support in the coordination of building use.
16. Manages facility use billing.
17. Maintains the district's facility use records.
18. Any other duties and responsibilities as assigned by the Business Administrator.

TERMS OF

EMPLOYMENT: Salary for a twelve-month work year.

EVALUATION: Performance of this job will be evaluated annually by the Business Administrator in accordance with the board's policy on evaluation of non-certificated staff.

APPROVED BY: Flemington-Raritan Board of Education

ESTABLISHED: 4/22/13; **Revised:** 9/21/15, 3/19/18, 11/22/21