

**WALL TOWNSHIP PUBLIC SCHOOLS
CENTRAL OFFICE**

JOB DESCRIPTION: PAYROLL COORDINATOR

REPORTS TO: BUSINESS ADMINISTRATOR/BOARD SECRETARY

**PERFORMANCE
RESPONSIBILITIES:**

1. Produce two contract payrolls per month for nearly 700 employees as well as a supplemental payroll (300-600 vouchers) by:
 - a. Interfacing with every building regarding staff changes, including leaves of absence.
 - b. Running reports.
 - c. Inputting and verifying data on all employees prior to running journals.
 - d. Printing and sorting checks for distribution.
 - e. Preparing and mailing agency, garnishment, tax shelters, MONOC, pension, hospitalization and dues checks.
 - f. Preparing bank transfers.
 - g. Reporting EFT transfers.
 - h. Entering FICA into NJDOENET.
 - i. Calculating and verifying each voucher individually.
2. Prepare board liability for auditors.
3. Verify W2's.
4. Prepare for September payroll by verifying all salaries and pension bases to individual contracts, change union dues and verify building rosters.
5. Process pension reports for TPAF/PERS, Federal 941, New Jersey UC17 and WR30.
6. Manage agency accounts
7. Process mortgage verifications, unemployment forms and pensions loans.
8. Research and process pension buy-backs.
9. Process new employees' pension, direct deposit, federal and state taxes.
10. Prepare and finalize certification for retirees.
11. Manage Summer Savings Program for 125-250 employees.
12. Maintain confidentiality in all aspects of the job.
13. Any other duties as assigned by the administrator/supervisor.

Cross-trained in various functions within the Central Office.

Note: All functions are deadline driven.

APPROVED: July 13, 2004