

FLEMINGTON-RARITAN REGIONAL SCHOOLS

JOB DESCRIPTION

TITLE: Payroll/Benefits Coordinator--CONFIDENTIAL

QUALIFICATIONS:

1. Ability to maintain confidentiality and interact professionally with staff and public.
2. Two years secretarial training or three years secretarial job experience.
2. Excellent organizational, secretarial and written communication skills.
4. Be multi-task oriented and flexible.
3. Computer literate with software programs such as Microsoft Word, Microsoft Outlook, Excel, and be familiar with the Internet.
4. Knowledge of business machines.
5. 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 and benefit programs and the efficient performance of the Business Office.

PERFORMANCE RESPONSIBILITIES:

1. Develops and maintains a system to track hours of all permanent, temporary and substitute employees to determine eligibility for health benefits.
2. Implements employee benefits and COBRA programs.
3. Assists with preparation of benefits section of annual budget including maintaining updated information in data base for report generation.
4. Maintains and updates appropriate benefit manuals and checklists.
5. Processes worker's compensation claims and annual reports.
6. Prepares all benefit reports.
7. Oversees and works as a backup for payroll.
8. Assists in the preparation for and completion of the annual school district audit.
9. Places and receives telephone calls and records messages as applicable.
10. Compile, maintain, and communicate/distribute strategic, confidential (negotiations) materials and budgetary information, including without limit benefits information, analysis and review.
11. Implement and oversee Payroll module program.
12. 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 **DATE:** 7/10/06

REVISED: 4/22/13, 9/15/15