

# PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

## JOB DESCRIPTION

**JOB TITLE:** Assistant Payroll Manager

**QUALIFICATIONS:**

1. High School graduate
2. Thorough familiarity with New Jersey Public School payroll application and key computer payroll programs.
3. Proficient in Google, Word, Excel, etc.
4. Excellent clerical and organizational skills
5. Strong interpersonal skills with demonstrated ability to effectively communicate with staff and community members.
6. Demonstrated ability to problem-solve and multitask, work as a self-starter, produce high quality outcomes, learn new skills and work effectively under pressure
7. Required criminal history check and proof of U.S. citizenship or resident alien status

**REPORTS TO:** Business Administrator; Payroll Manager

**JOB GOAL:** To assist the Payroll Manager, maintain and produce payrolls for all district staff and assist the Payroll Manager with the efficient operation of the Payroll Department.

### PERFORMANCE RESPONSIBILITIES:

1. Assist the Payroll Manager in maintaining accurate employee payroll records in the district's computer system for all district staff.
2. Assist in the review all time and attendance records for each pay period.
3. Assist the Payroll Manager in reviewing all bulletin items to ensure the district's payroll system is kept up-to-date.
4. Assist the Payroll Manager in computing district employee pay; including employee stipends, waivers, overtime, etc.
5. Assist the Payroll Manager in computing and making all necessary deductions from employee paychecks and send payments to appropriate agencies.
6. Assist the Payroll Manager in the facilitation and production of paychecks through the district computer system.
7. Print and/or direct deposit-paychecks and distribute to employees.
8. Assist the Payroll Manager in the preparation of all tax and pension reports as required by State and Federal laws; including W-2's.
10. Contribute to the smooth running of the Payroll Department.
11. Interact and co-operate with all members of the Central Office.
12. Perform other such duties which, from time to time, are assigned by the Payroll Manager and/or Business Administrator.