

PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

JOB DESCRIPTION

JOB TITLE: Confidential Secretary – Business Office

QUALIFICATIONS:

1. High School graduate
2. Thorough familiarity with key computer programs including Word, Excel, Access and Systems 3000
3. Excellent clerical and organizational skills
4. Strong interpersonal skills with demonstrated ability to effectively communicate with staff and community members.
5. Demonstrated ability to multitask, work as a self-starter, produce high quality outcomes, learn new skills and work effectively under pressure
6. Required criminal history check and proof of U.S. citizenship or resident alien status

REPORTS TO: Business Administrator

JOB GOALS: Perform secretarial duties entailing a high degree of confidentiality and responsibility, in addition to routine work necessary for the smooth and efficient operation of the Business Office.

PRIMARY RESPONSIBILITIES:

1. Process district wide health benefit enrollment information. Maintain all changes to employee benefit coverage. Maintain benefit files and confidentiality of all records and information.
2. Process COBRA (Consolidated Omnibus Budget Reconciliation Act) notification for employee's leaving the Parsippany-Troy Hills School District.
3. Accurately complete, process and file Worker's Compensation reports
4. Process and maintain 1095 file for ACA (Affordable Care Act).
5. Process and maintain all district health waiver/opt out paperwork
6. Process and maintain all district Source4Teachers data and invoicing.
7. Performs other duties as assigned for the efficient operation of the Business Office.

Approved: 7/24/14

Revised: 7/20/17

JD/Central Office