

# PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

## JOB DESCRIPTION

**JOB TITLE:** Confidential Secretary – Payroll

**QUALIFICATIONS:**

1. High School graduate
2. Thorough familiarity with New Jersey Public School payroll application and key computer programs including Word, and Excel.
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 GOAL:** To assist, maintain and produce payroll for district staff with the efficient operation of the Payroll Department.

## PERFORMANCE RESPONSIBILITIES

1. Maintain all employee payroll records in C.S.I. computer system.
2. Review all time and attendance records for each pay period.
3. Compute and pay all employee stipends, waivers, overtime, etc.
4. Compute and make all necessary deductions from employee paychecks and send payments to appropriate agencies.
5. Facilitate production of paychecks through the district computer system.
6. Print paychecks and distribute to employees.
7. Prepare all tax and pension reports as required by State and Federal laws.
8. Facilitate production of W-2s.
9. Perform other such duties which, from time to time, are assigned by the Business Administrator.

Approved: 5/12/09

Revised: 4/10/14