

**PLEASANTVILLE PUBLIC SCHOOLS
PLEASANTVILLE, NEW JERSEY
JOB DESCRIPTION**

Business/ Operations

Non-Certified

TITLE: Payroll Accountant

QUALIFICATIONS:

1. Bachelor's Degree; courses in accounting and business mathematics.
2. Minimum one (1) year of experience in a related accounting or payroll office position. School related accounting a plus.
3. Effective accounting skills and demonstrated proficiency in data processing and use of automated office equipment and software packages.
4. Good interpersonal and communication skills. High level of interpersonal skills required to interact and effectively communicate with employees, leaders, vendors and others.
5. Good word processing skills
6. Knowledge of automated office equipment and efficient office procedures
7. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment. Have excellent integrity and demonstrate good moral character and initiative.
8. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents and the community.
9. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
10. Provide proof of U. S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
11. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education. During the initial six-month period provide a sworn statement that the individual has not been convicted of a crime or a disorderly person's offense in accordance with 18A:6-7.1.
12. Provide evidence that health is adequate to fulfill the job functions and responsibilities, with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.
13. Pass the state required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
14. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

REPORTS TO: Business Administrator and Assistant Business Administrator

JOB GOAL: Under the direction of the Business Administrator, and Assistant Business Administrator the Payroll Accountant is responsible for all activities pertaining to and maintaining the payroll agency and routine accounting to ensure a thorough and efficient payroll and accounting operation.

PERFORMANCE RESPONSIBILITIES:

1. Prepare and complete all monthly, biweekly, quarterly and annual reports for pension, social security, state, and federal taxes and all other such deductions affiliated with payroll administration.
2. Reconcile and transmit all payroll agency deductions, including but not limited to state and federal taxes, pension, healthcare, union and professional dues, tax shelter annuity programs, garnishments, etc.
3. Ensure that all eligible employees are enrolled in the appropriate state pension and that beneficiary changes, retirement and loan applications are processed properly. Respond to employee inquiries regarding pension and contributory life insurance.
4. Assist in preparation and distribution of W2's. Complete unemployment requests for wage and separation information.
5. Manage the distribution of each payroll to budget line item accounts and that proper budgetary codes are charged.
6. Prepare correspondence relating to district payroll activities and process payroll when needed and review bi-weekly payroll.
7. Respond to employee inquiries regarding payroll and payroll deductions. Verify salary data requested by third parties as appropriate in accordance with applicable laws and regulations.
8. Conduct routine audits regarding payroll and associated payments.

PAYROLL ACCOUNTANT (continued)

9. Record all receipts and ensure deposits reconcile to bank statements.
10. Prepare invoices for all school district receivables
11. Organizes job functions and work assignments to be able to effectively complete assignments within established time frames.
12. Maintains confidentiality of sensitive correspondence, records and information.
13. Performs other related duties as assigned by the Superintendent or School Business Administrator.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

ENVIRONMENTAL DEMANDS:

1. The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.
2. Exposure to a variety of childhood and adult diseases and illnesses.
3. Occasional exposure to a variety of weather conditions.
4. Exposure to heated/air conditioned and ventilated facilities.
5. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
6. Function in a workplace that is usually moderately quiet but that can be noisy at times.

TERMS OF EMPLOYMENT: 12-month employee, salary and work year as set by the BOE.

Annual Evaluation: Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations.

Approved by: Pleasantville BOE

Date: June 10, 2025

Revised:

Legal References:

N.J.S.A. 18A:6-7.1	Criminal history record
N.J.S.A. 18A:16-1	Officers and employees in general
N.J.S.A. 18A:16-2	Physical examinations; requirement
N.J.S.A. 18A:4-14, -14.1	Uniform system of accounting for school districts
N.J.S.A. 18A:34-2	Care and keeping of textbooks and accounting
N.J.A.C. 6A:23A-16	Double-entry accounting and GAAP accounting
N.J.A.C. 6A:32-6	School employee physical examinations

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.