

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

**Business/ Operations**

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**TITLE: PAYROLL CLERK**

**QUALIFICATIONS:**

1. High School diploma; courses in bookkeeping, accounting and business mathematics.
2. Experience in a related payroll or office position.
3. Effective bookkeeping 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 with employees, leaders, vendors and others.
5. Good word processing skills
6. Knowledge of automated office equipment and efficient office procedures
7. Good telephone skills and ability to communicate effectively
8. 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.
9. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents and the community.
10. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
11. 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.
12. 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.
13. 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.
14. Pass the state required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
15. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

**REPORTS TO:** Business Administrator

**JOB GOAL:** To ensure accurate processing and recording of district's payroll, provide timely and accurate financial information, participate in daily data entry Payroll processing.

**PERFORMANCE RESPONSIBILITIES:**

1. Maintain payroll information by collecting, calculating and entering data
2. Updates payroll records by entering changes in exemptions, saving deductions an department transfers
3. Complies payroll data, supplemental and overtime data
4. Verifies board or supervisor approval prior to processing any supplemental or overtime forms

## PAYROLL CLERK (continued)

5. Enter payroll data and posts wages for upcoming payroll
6. Records initial and changes to staff members direct deposit information
7. Resolves payroll discrepancies by collecting and analyzing information
8. Provide payroll information by answering questions and requests by staff members
9. Maintain payroll operations by following policies and procedures established by the Board
10. Print and distribute staff members paychecks
11. Issue annual W-2 forms to employees
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: September 15, 2015

Revised:

PAYROLL CLERK (continued)

**LEGAL REFERENCES:**

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

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