

# WARREN HILLS REGIONAL

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**TITLE:                    BENEFITS/PAYROLL SPECIALIST**

**QUALIFICATIONS:**

1. High School diploma; supplemented by payroll, bookkeeping, accounting and general computer knowledge.
2. Minimum experience as determined by the board.
3. Effective bookkeeping skills and demonstrated proficiency in data processing and use of automated office equipment and software packages.
4. Experience with a human resources information system.
5. Good interpersonal and communication skills.
6. Required criminal history check and proof of U.S. citizenship or resident alien status

**REPORTS TO:**            School Business Administrator

**JOB GOAL:**

To assist in the administration of the district's payroll and benefits program, with a high degree of responsibility, discretion and confidentiality, in addition to routine work necessary for the smooth and efficient administration of the payroll and benefits program.

**PERFORMANCE RESPONSIBILITIES:**

1. Provide new employees with benefit forms and process same.
2. Process various applications pertaining to NJ pension systems such as enrollments, withdrawals, retirements, transfers, purchases, etc.
3. Complete forms relating to unemployment requests. Process payments from unemployment account.
4. Determine eligibility of employee benefit enrollment changes, terminations and monthly bill payments.
5. Using federal guidelines determine COBRA eligibility, send information to eligible dependent and process enrollments.
6. Promote the "Waiver of Health Benefits" option and maintain eligibility and payment schedule.
7. Run open enrollment period each year.
8. Annually notify employees per federal/state requirements.
9. Act as liaison between employee and insurance consultant. Field and investigate claim problems and refer when necessary.
10. Participate in new teacher orientation activities by scheduling representatives to speak about benefits. Attend such meetings to answer employee questions.
11. Workers Compensation reporting, maintain records, prepare and distribute 1095C forms.
12. Track part-time employees' hours for ACA compliance.
13. Position control roster.
14. Review agenda personnel section prior to board meetings.
15. Performs such other duties as may be assigned by the business administrator and/or superintendent.

**TERMS OF**

**EMPLOYMENT:** Salary and work year to be determined by the board.

**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.

Adopted: June 20, 2017

**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:17-2	Tenure of secretarial and clerical employees
<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:23-2	Double-entry bookkeeping and GAAP accounting in local school districts
<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.