

**BRANCBURG TOWNSHIP SCHOOL DISTRICT**  
**Branchburg, New Jersey**

**JOB DESCRIPTION**

**Job Title:** Payroll/Accountant

**Reports To:** School Business Administrator

**Contract Terms:** 12 Month Individual Contract, Benefits Eligible

**Qualifications:**

- A Bachelor's degree in accounting or finance.
- A minimum of three years' experience in public school business operations, with specific experience in fund accounting and payroll operations.
- Knowledge of Federal/State tax and pension laws/regulations, GAAP, and New Jersey school law/regulations and its application to financial matters.
- Experience with computer applications in payroll and fund accounting; demonstration of strong PC computer and spreadsheet skills.
- Such alternatives to these qualifications as the Board of Education may deem appropriate.

**Job Goal:** The Payroll/Accountant serves as a vital adjunct to the Business Administrator/Board Secretary in overseeing payroll operations and developing and maintaining financial records which are in conformance with state law, Board of Education policies and administrative rules and regulations.

**Performance Responsibilities:**

Transactions:

- Responsible for the accounting of financial transactions
- Monthly entry of all cash receipts.
- Monthly review/reconciliation of cash balances/bank statements with GL.
- Monthly review/reconciliation of food service program, including Pay-For-It statements to food service company monthly reports to GL.
- Monthly generation of the School District Treasurer's Report.
- Semi-monthly transfer and posting of payroll to fund accounting.
- Monthly record refund receivables and refunds from shared services, utility reimbursements, transportation jointure operations.
- Monthly record and track preschool program revenue, issue refunds and follow up with parents with delinquent balances, as needed.

- Monthly review of student activity, account activity and reconciliation completed by the schools.
- Daily monitor positive pay accounts and semi-monthly upload check file.
- Wire transfers, as approved.

Payroll:

- Oversee payroll related activities.
- Monthly payrolls and part-time and extra compensation payrolls, as needed.
- Maintenance of payroll agency ledger of receipts and extra compensation.
- Preparation of pension-related forms and documents on behalf of employees.
- Preparation of Annual Wage and Tax Statements.
- Information to employees on voluntary payroll deductions and pension enrollment requirements.
- Determine requisite semi-monthly employee health benefit contributions pursuant to Chapter 78 and semi-annual opt-out payments, and oversee semi-monthly payroll withholding and recording of general fund reimbursement.

Budgeting:

- Prepare and submit payments of state unemployment, monitor unemployment trust fund, and recommend budget transfers to/from the unemployment trust fund to the Business Administrator when necessary.
- Assist the Business Administrator in the preparation of the proposed budget for the upcoming school year.
- Assist the Business Administrator in monitoring the status of cash flow, budget accounts, and recommends bank/budget transfers to the Business Administrator when necessary.

Reporting:

- Prepare and submit all federal and state tax reports and payments.
- Maintain all records related to federal and state income tax, social security, state unemployment insurance, pension systems, association and union dues, tax sheltered annuity funds, credit union, garnishments, and any others that may be added upon the authority of the Board of Education.
- Prepare scattergrams and other requisite reports for labor negotiations.
- Maintain all records related to the school lunch program.

- Assist the Business Administrator and District Auditor in the preparation for the annual audit as needed, including preparation of sick day accrual report.
- Assist in the preparation of financial reports and efficiency studies as needed.

Miscellaneous:

- Attend finance committee meetings and lead meetings in place of Business Administrator.
- Assumes other related duties and responsibilities as may from time to time be assigned by the Business Administrator/Board Secretary.

**Evaluation**

- In accordance with state regulations and Board of Education policy.

**Board of Education Approved:** June 2, 2016

**Board of Education Approved Revision:** March 18, 2021

**Board of Education Approved Revision:** June 23, 2022

**Board of Education Approved Revision:** October 19, 2023