

Caldwell – West Caldwell Public Schools

Job Description

Title: **Confidential Secretary for Payroll**

QUALIFICATIONS:

1. Training and experience in payroll accounting
2. Demonstrated familiarity with payroll procedures and use of business office equipment
3. Ability to plan and organize work to meet deadlines
4. Ability to communicate with administrators, employees, and individuals outside the employ of the Board on assigned work matters
5. Ability to maintain confidentiality of Board matters in dealings with others
6. Adhere to Board rules and policies applicable to the position

REPORTS TO: Business Administrator

RESPONSIBILITIES:

1. Receive and compute all payrolls, making required deductions such as for income tax, retirement, tax-sheltered annuity plans, savings bonds, health and medical insurance, association dues, credit union, and summer savings plan deductions
2. Prepare reports for Board of Education and State and Federal agencies including Federal income tax reports, State unemployment reports, U.S. Department of Labor report on employment and payroll, annual survey of government employment and various research questionnaires
3. Prepare checks and transmittal forms and required documentation for various agencies covering all deductions
4. Maintain records covering all deductions
5. Prepare all tax forms relating to payroll matters
6. Verify all amounts before and after checks are processed
7. Mail checks to those employees who are absent during summer months
8. Prepare and determine cost of employee salary guides projected by the Board in preparing for collective bargaining negotiations
9. Other duties as assigned by Business Administrator