

Lopatcong Township School District

Dr. Timothy Frederiks, Interim Superintendent

Lopatcong Township Elementary School

Krista S. Wayne, Principal
263 Route 57
Phillipsburg, New Jersey 08865
Phone: 908-859-0800
Fax: 908-213-1339



Lopatcong Township Middle School

Richard A. Bonney, Principal
321 Stonehenge Drive
Phillipsburg, New Jersey 08865
Phone: 908-213-2995
Fax: 908-213-0373

Employment Opportunity

Part-Time Payroll/Benefits Specialist

Posting Date: March 27, 2023

Position: Part-Time Payroll/Benefits Specialist

Location: District

Qualifications and Responsibilities

Qualifications:

1. Minimum of an Associate's Degree preferred in a business-related field
2. Highly efficient
3. Proficient in Microsoft Applications
4. Excellent communication and organizational skills
5. Works independently
6. Required criminal history check and proof of U.S. citizenship or legal resident alien status

Reports To: Business Administrator/Board Secretary

Job Goal: To assist the Business Administrator/Board Secretary in maintaining the payroll and benefits duties of the Business Office.

Performance Responsibilities

1. Processes and submits district payroll electronically on a semi-monthly basis in accordance with all state and federal laws.
2. Responsible for onboarding new employees with payroll documents (W4, I-9, Direct Deposit, Summer Pay, etc.).
3. Responsible for the district payroll agency account as follows: payment of federal, state, and local taxes, distribution of all payroll deductions as required or authorized by the employee.
4. Maintains a monthly record of all payroll agency, unemployment and payroll transactions and submits to the Treasurer of School Monies on a monthly basis.
5. Handles the enrollment/transfers of all new personnel in the appropriate state pension system (TPAF, PERS, DCRP).
6. Prepares all quarterly state pension reports.
7. Handles the enrollment and changes of all personnel into the district health and dental programs.

8. Maintains Chapter 78 contributions for employees on an annual basis.
9. Tracks all benefit waivers and process for reimbursements.
10. Tracks stipends and processes for payments.
11. Reports all COBRA enrollments to third party COBRA administrator.
12. Handles all payroll related inquiries (unemployment, retirement, disability, FMLA, etc.)
13. Handles the follow up of all personnel related resolutions following Board of Education meetings.
14. Handles all student activity deposits, purchase orders, payments and reimbursements.
15. Tracks all tuition reimbursements and passes final documents on to the Assistant to the Business Administrator.
16. Handles all matters related to the school district with the utmost confidentiality.
17. Performs other duties directly related to the operations of the school district as assigned by the Business Administrator or Superintendent.

Salary: Based on Experience

Position Available: July 1, 2023

Respond to: Please send resume, certification and letter of interest to:

Mrs. Tina Palecek
palecekt@lopatcongschool.org

Deadline: Until a suitable candidate is found

AA/EOE