



# **HOLMDEL TOWNSHIP PUBLIC SCHOOLS JOB DESCRIPTION: BOOKKEEPER**

## **QUALIFICATIONS:**

1. High school diploma required.
2. Post-high school professional training required.
3. Minimum of five years experience as a bookkeeper or in a similar position.
4. Strong organizational, analytical and computational skills.
5. Proficiency in the use of a computer system and software appropriate for budget and payroll.
6. Knowledge of health benefits preferred.
7. Successfully completes required criminal history check and has proof of U.S. citizenship or legal resident alien status.
8. Such alternatives to the above qualifications as the Board may find appropriate.

**REPORTS TO:** School Business Administrator/School Board Secretary

**JOB GOAL:** To ensure the prompt and accurate processing of payroll, the maintenance of staff attendance records, and related matters.

## **PERFORMANCE RESPONSIBILITIES:**

1. **Work Performance**
  - a. Prepares all payrolls for regular staff and substitute personnel making deductions as appropriate.
  - b. Prepares reports and payment for appropriate agencies covering all deductions.
  - c. Maintains accurate records covering all payrolls and deductions.
  - d. Prepares all tax forms and payments relating to payroll matters.

- e. Distributes paychecks to all personnel in accordance with district procedures.
- f. Handles bills for tax sheltered annuities.
- g. Processes disability benefits.
- h. Handles W-2 forms, 1099 forms and other salary/tax-related documents required by state and federal law.
- i. Conducts reconciliation of budget and payroll accounts.
- j. Handles unemployment benefits.
- k. Handles workers' compensation check processing.
- l. Processes all forms associated with the State of New Jersey, Division of Pensions.
- m. Reconciles quarterly pension payments.
- n. Prepares quarterly and annual tax reports.
- o. Assists in compiling payroll-related data for the Board/Board Secretary during negotiations.
- p. Compiles staff attendance on a daily basis with input from designated office personnel in each school and various departmental areas, and "publishes" reports for the Superintendent and other designated personnel; maintains documentation which supports computerized staff attendance reporting.
- q. Does a personnel "roll-over" annually and provides other feedback to personnel about attendance in accordance with district procedures and timelines.
- r. Prepares substitute pay reports and provides copy to the Payroll Department by the tenth day of each month along with other reports generated as a result of staff attendance record keeping.
- s. Maintains district personnel database on computer system in accordance with district procedures and disseminates information to the Superintendent, the Supervisor of Budget and Payroll and other relevant audiences.
- t. Completes Human Services Report for each new employee and forwards to Trenton as required.

**2. Work Traits**

- a. Maintains confidentiality as required and appropriate.
- b. Demonstrates an openness to discuss suggestions.
- c. Demonstrates initiative, independence and decision making appropriate to the performance tasks of this position.
- d. Makes efficient use of time and resources available.
- e. Provides well-organized, accurate work.
- f. Demonstrates ability to prioritize tasks and to change priorities, as appropriate, to meet the needs of the job.

**3. Professional Development**

Participates in staff development opportunities in accordance with district guidelines and resources to enhance job-related skills and knowledge.

**4. School/Community Relations**

- a. Serves as liaison to the designated company/service which provides the staff attendance software package and communicates appropriate information to district personnel who utilize the software.
- b. Demonstrates a willingness to assist and work cooperatively with colleagues.
- c. Displays tact and courtesy when dealing with students, staff, residents and others in person and by telephone in the performance of this position.

**5. Other**

Performs such other tasks and assumes such other responsibilities as assigned by the School Business Administrator/Board Secretary.

**TERMS OF EMPLOYMENT:** Confidential position. Salary and work year to be established by the Board of Education.

**EVALUATION:** Performance of this job will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Non-Certificated Personnel.

**SOURCE:** Regular Board Meeting  
**DATE:** September 8, 1994

**REVISED:** September 13, 1995  
**REVISED:** August 19, 1998