

JOB DESCRIPTION

TRENTON BOARD OF EDUCATION

PAYROLL and MAILROOM CLERK

JOB TITLE: Payroll and Mailroom Clerk

REPORTS TO: Assistant Comptroller/Payroll Supervisor

QUALIFICATIONS:

The Payroll Clerk shall:

1. Hold a High School Diploma, Bachelor's or associate degree preferred.
2. A minimum of two (2) years experience in a general office environment, with demonstrated experience in organization.
3. Knowledge of computerized payroll systems and spreadsheet software such as Excel, word processing, internet and e-mail processing.

PERFORMANCE RESPONSIBILITIES:

1. Responsible for providing support to the Assistant Comptroller/Payroll Supervisor in areas including, but not limited to maintaining related financial records, preparing payroll and other reports, organizing and filing, and assisting in the overall operations of the Payroll Department.
2. Verify electronic timesheets and provide assistance to employees regarding inquiries regarding electronic submission and approval statuses.
3. Data entry of payroll related data into the portal including setting up approvers, program profiles, and assigning employees to program/code profiles.
4. Checks timesheet reports that are uploaded from the payroll portal into payroll database for accuracy of payroll data.
5. Promotes positive telephone/in-person interface.
6. Interacts with all internal/external contacts regarding payroll related information.
7. Process pension certifications received from NJDPB.
8. Setup health waiver reimbursements and manage changes received from HR department.
9. Receives, sorts, and delivers all Central Office in-coming mail, including distribution of major shipments, from U.S. Post Office, U.P.S., and other carriers.
10. Picks up and receives out-going mail daily, weighing and meter stamping with proper postage, preparing parcels for mailing and shipping (including certified and bulk mailings), and delivering to post office. Process bulk mailings through local post office.
11. Receives and delivers inter-office communications for the Trenton Board of Education daily.

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12. Adjusts date imprint on postage meter daily and main postage machine. Periodically (as needed) arranges for payment replenishment of postage meter (through mail).
13. Reports to Assistant Comptroller to replenish postage machine when necessary.

TERMS OF EMPLOYMENT: Twelve (12) months position.

SALARY: In accordance with Business & Technical contract.

STATUS: Hourly _____ Salaried X
Exempt _____ Non-Exempt X

EVALUATION: In accordance with Business & Technical contract.

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