

**BRISTOL BOROUGH SCHOOL DISTRICT  
BRISTOL, PA 19007**



POSITION: District Payroll Coordinator  
COMMENCING: ASAP  
SALARY: As per Support Staff Contract  
DUTIES: See Attached Job Description

**Application Deadline: When position is filled.**

Send letter of interest to:

Thomas F. Shaffer, Ed.D., Superintendent of Schools  
Bristol Borough School District  
1776 Farragut Avenue  
Bristol, PA 19007

These duties represent the major duties; however, there may be other duties assigned. Employee will be required to follow any other job-related instructions and perform any other job-related duties requested by their supervisor. The school district reserves the right not to fill the position for any reason.

The Bristol Borough School District is an equal opportunity educational institution and will not discriminate on the basis race, color, age, religious creed, gender, ancestry national origin, veteran's status, or non-job related handicap or disability (except where any of these constitutes a bona fide occupational qualification) in its activities, programs, or employment and promotion practices as required by State and Federal laws. It is the responsibility of the applicant or employee to inform the Superintendent that an accommodation is needed. In accordance with State and Federal law, reasonable accommodations will be considered upon the employee's request. For information, contact Thomas F. Shaffer, Superintendent of Schools.

**Attachment: Job Description**  
**Posted: January 8, 2016**

**BRISTOL BOROUGH SCHOOL DISTRICT**  
**BRISTOL, PA 19007**

**TITLE:** PAYROLL

**REPORTS TO:** Business Manager

**QUALIFICATIONS:**

- *Must possess high school diploma.*
- *Associates degree in Business or related field is preferred.*
- *Two year experience with payroll systems is required.*
- *Knowledge of Payroll Accounting principles – governmental accounting standards preferred.*
- *The ability to demonstrate a general knowledge of Business Math.*
- *Must possess strong communication, organizational skills and analytical skill.*
- *Ability to demonstrate proficiency with computers; including the use of spreadsheets and data base software – knowledge of Infinite Visions preferred.*
- *Ability to recognize confidential and sensitive information and handle appropriately.*
- *Ability to research employee and payroll issues concerning board policy, federal, state and local regulations.*
- *Ability to work online with various companies' software associated with the payroll system.*

**JOB SUMMARY:**

*Responsible for recording and maintaining a complete, accurate payroll accounting system, as well as maintaining a general ledger for the payroll fund. Retrieving information from these systems to provide the Business Manager with complete and accurate reports. Responsible for preparing and maintaining all aspect of payroll for the entire district as well as coordinating and maintaining employee benefits.*

**PRIMARY DUTIES AND RESPONSIBILITIES:**

**PAYROLL:**

1. *Maintain a complete, accurate and up-to-date computerized payroll system. Maintain a General Ledger for the payroll fund.*
2. *Maintain up to date records of employee information and have a detailed understanding of employee group benefits.*
3. *Responsible for employment verification.*
4. *Maintain and operate the time clock computerized program.*
5. *Work closely with maintenance supervisor to go over and verify O & M punch reports. Print and calculate O & M hrs. and absents for each pay. Transfer information onto the O & M timesheets so information can be posted to the payroll system.*
6. *Collect payroll forms from Elementary, High School and any other payroll forms needed to complete bi-weekly payrolls including Supplemental pay forms.*

7. *Prepare substitute teacher sheets to enter into the payroll system for payment. Check accuracy of leave times for teachers, support and para-professional employees.*
8. *Balance the payroll and prepare the deductions to be paid out, including taxes, TSA's, Dues, etc.*
9. *Ability to use Federal, State and other database programs to submit payments and or update information.*
10. *Prepare accurate and detailed reports as requested by the Business Manager.*
11. *Assist the Business Manager in the preparation of the Annual Budget*
12. *Input data in the PDE Reporting Program.*
13. *Maintain a system and accurately record all incoming and outgoing medical and payroll electronic transfers.*
14. *Maintain records and file reports in accordance with guidelines established for Federal and State programs – currently Retirement.*
15. *Coordinate with General Fund and Cafeteria Fund bookkeeper transactions with the Payroll Fund.*
16. *Coordinate with Federal Program Director in preparing projection salary and benefits reports.*
17. *Maintain and update payroll accounts according to changes in procedures and staff.*
18. *Proficiency navigating various PDE databases.*
19. *Knowledge of Accounting Codes in order to charge correct accounts.*
20. *Work closely as requested by Business Manager on as needed basis with Accounts Payable / Receivable Department, Transportation Department, Maintenance Department, Food Services and Superintendent's Office.*
21. *Prepare end of year W-2's forms and file appropriate details with the Internal Revenue Service, along with State and Local Government.*
22. *Coordinate with Bookkeeping Department payment schedule for Employers' Retirement and submit appropriately.*
23. *Set up ACH and Wire Direct Deposits with Payroll Vendors.*
24. *Review reports from PA Unemployment Compensation System for accuracy, along with filing unemployment determinations.*
25. *Maintain records and have general understanding of the employee's retirement system benefits and operations.*
26. *Manage and maintain all worker compensation claims, coordinating with the Worker's Comp panel and SDIC.*
27. *Responsible for maintaining a petty cash system.*
28. *Communicate with Bank Representatives that are required in payroll transfer bank procedures.*
29. *Assist with paperwork and inform new employees what is needed and how their pay will be calculated, along with any benefit packages they may be eligible for*
30. *Assist our retiring employees with information on medical benefits, balance of salary and other pertinent information that will help them transition into retirement.*
31. *Explain the various medical and benefit plans to new and current employee.*

## *AUDITS*

- *Meet with District and State Auditors – Organize and gather information as requested.*
- *Maintain changes as requested by Auditors.*

## **HEALTH INSURANCE:**

1. *Maintain and organize all Medical, Dental, Life and Disability Insurances.*
2. *Enter invoices into the Payroll Database System (Infinite Visions) for payment and run checks according to established schedule.*
3. *Review, investigate, and resolve all differences on health insurance invoices.*
4. *Handle vendors phone calls and emails associated with payroll that refers to payments and employee changes.*
5. *Maintain insurance files and submit payments.*
6. *Update insurance databases for any changes to employees records.*
7. *Ability to assist employees with any medical insurance concerns they may have.*

## **PHYSICAL REQUIREMENTS**

- *Ability to hear with 40 decibel loss maximum.*
- *See with acuity of 20 inches or less a for acuity of at least 20 feet normal depth perception.*
- *Field of vision and accommodation.*
- *Ability to reach above and below the waist.*
- *Ability to walk and fingers to pick, feel and grasp objects*
- *Requires both hands for repetitive motion (typing)*
- *Some bending and twisting of the body required.*
- *Lifts and carries miscellaneous office supplies, equipment and paper weighing no more than 10 lbs.*
- *Typical office environment with the ability to sit 80% of the workday.*
- *Ability to express or exchange ideas by means of written or verbal communication.*