



**FLORENCE TOWNSHIP SCHOOL DISTRICT**

**JOB OPPORTUNITY POSTING**

**POSITION CONTROL NUMBER: 9304-050-001-00001**

**Position:** Payroll Clerk - Temporary

**Location:** District - Central Office

**Qualifications:** Two years minimum experience in NJ public school payroll operation including filing of Federal and state reports, Bachelor's Degree in a related field of study preferred; advanced proficiency in Excel and Asbury Park Payroll System, working knowledge of public sector payroll accounting and general ledger; comprehensive understanding of electronic banking responsibilities: prepare payroll for all employees; maintains pertinent data and listings on employee benefits; prepares necessary monthly and quarterly reports; coordinates absentee postings and other records related to audit report; prepares for Business Administrator periodic reports relating to personnel costs, and budget as needed; assists in the establishment and maintenance of record archives in the area of payroll and personnel in accordance with regulatory mandates; performs any other duties that shall be assigned.

**Salary:** As per the current negotiated contract

**Opening Date:** 12/1/2020

**Closing Date:** 12/15/2020

**Start Date:** 12/22/2020

Please send a letter of interest, resume and proper certification to:  
Dr. Donna Ambrosius, Superintendent of Schools

**Florence Township Public School District is an Equal Opportunity Employer**