

**Introduced: January 24, 2022**  
**Adopted: February 14, 2022**

**ORDINANCE NO. 2022-4**  
**TOWNSHIP OF EASTAMPTON**  
**BURLINGTON COUNTY**

**AN ORDINANCE OF THE TOWNSHIP OF EASTAMPTON CREATING THE  
POSITION OF PAYROLL/BENEFITS COORDINATOR**

**BE IT ORDAINED** by the Township Council of the Township of Eastampton (the “Township”), in the County of Burlington, State of New Jersey as follows:

**SECTION I.**

The Township Council hereby amends Article V, Department of Finance, of the Township Code to add a new section, §5-31, Payroll/Benefits Coordinator.

**[New] Article V, §5-31:**


1. There is hereby created the position of Payroll/Benefits Coordinator for the Township of Eastampton.
2. The Payroll/Benefits Coordinator shall be appointed by the Township Manager.
3. The salary range for the Payroll/Benefits Coordinator shall be \$45,000.00 to \$65,000.00.
4. The Payroll/Benefits Coordinator shall have on behalf of the Township Council of the Township of Eastampton, the authority, responsibility, and accountability as is described on the attached job description, attached hereto as Exhibit “A.”


**SECTION II. Repealer, Severability, and Effective Date:**

1. All ordinances or parts of ordinances inconsistent herewith are repealed to the extent of such inconsistency.
2. If any word, phrase, clause, section, or provision of this ordinance shall be found by any Court of competent jurisdiction to be unenforceable, illegal, or unconstitutional, such word, phrase, clause, section, or provision shall be severable from the balance of the ordinance and the remainder of the ordinance shall remain in full force and effect.
3. This ordinance shall take effect immediately upon final passage and publication as required by law.

Adoption: February 14, 2022

ATTEST:

  
KIM-MARIE WHITE  
Municipal Clerk

  
ANTHONY ZENO  
Mayor

Introduction: January 24, 2022

Council	Motion	2 <sup>nd</sup>	Ayes	Nays	Abstain	Absent
Councilman Apgar			✓			
Councilman Besko		✓	✓			
Councilman Santillo	✓		✓			
Councilman Springer			✓			
Mayor Zeno			✓			
		VOTE	5	0		

Adoption: February 14, 2022

Council	Motion	2 <sup>nd</sup>	Ayes	Nays	Abstain	Absent
Councilman Apgar			✓			
Councilman Besko		✓	✓			
Councilman Santillo	✓		✓			
Councilman Springer			✓			
Mayor Zeno			✓			
		VOTE	5	0		

## **Schedule A**

### **Payroll/Benefits Coordinator Job Description**

Under direction of the Township Manager, supervises and coordinates the activities of workers engaged in preparing payrolls; does related work as required.

#### **RESPONSIBILITIES:**

Supervises and coordinates activities of workers engaged in processing time cards, compiling payroll statistics, maintaining payroll control records, recording hours of work, and calculating payrolls.

Directs computation of differential pay according to policy.

Supervises the examination and analyses of all regular and supplemental payrolls submitted by various departments for payment to ensure accuracy of figures, correctness of entries, that deadlines are met, and for compliance with established payroll procedures.

Directs compilation and preparation of other payroll data such as pension, health insurance, child support, garnishments, loan payments, and credit union payments.

Coordinates and processes applications or enrollments into pension system, health benefits program, dental insurance and drug prescription plan, and so forth.

Reviews and approves payroll deductions.

Records and processes all payments made to various health plans.

Interprets policies and government regulations in connection with payroll procedures.

Checks the preparation of annual tax withholding statements for accuracy.

Analyzes payrolls for accuracy before extensions are made.

Organizes assigned supervisory payroll preparation work methods.

Checks and certifies payroll information for completeness and accuracy.

Prepares work for pay periods and supervises the analysis of pay and attendance records for each period.

Supervises the changes on individual pay resulting from overtime, absence, leave of absence, union dues, tax changes, social security and pension deductions, hospitalization and group life insurance deductions, garnishees, and attachments to ensure proper notations.

Balances total payrolls for all departments with accounts payable for posting to the general ledger. Maintains and supervises the maintenance of a payroll account system. Prepares payroll schedule for distribution of pay checks.

Coordinates all payroll activities with other organizational units and with the payroll computer center or facility.

Prepares payroll input for data processing, verifies payroll output, and determines the cause of and remedies errors in coding or inputting.

Prepares information for the preparation of the personnel budget by itemizing all positions that appear on payroll together with the account number and notation of all vacant account numbers.

Prepares statistical reports concerning such items and information for overtime expenditures and funds left for future overtime work and other notations of expenditures for control of personnel budget.

Maintains salary increment control and advises employees concerning increments.

Maintains employee time sheets and payroll registers.

Maintains liaison and correspondence with various agencies.

Answers questions concerning employees and employee records.

Provides written and oral instructions and training to subordinates.

Prepares correspondence and maintains records of a confidential nature.

Prepares statistical, quarterly payroll, and other reports containing findings, conclusions, and recommendations for the CFO

Interprets and explains rules, regulations, policies, and procedures through correspondence, and telephone conversations for new employees.

Reviews, checks, and certifies reports, applications, and other documents for correctness.

Assists in the planning and revision of office procedures.

Receives, reviews, and adjusts complaints with paychecks.

Prepares requisitions as needed.

Compiles data for budgets and reports.

Establishes and maintains essential records and files.

Will be required to learn to utilize various types of electronic and/or manual recording and computerized information systems used by the agency, office, or related units.