

HUMAN RESOURCES DIVISION
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150 WEST JEFFERSON STREET
JOLIET, ILLINOIS 60432-4158

EMPLOYMENT OPPORTUNITIES

JOB POSTING #: 46-18
POSTED: 09/24/2018, 11:00 a.m.
EXPIRATION: until filled
TITLE: Payroll Administrator (Position Code #1531)
SALARY: \$60,117- \$81,158
DEPARTMENT: FINANCE
DIVISION: ACCOUNTING

GENERAL PURPOSE

Performs all essential functions related to payroll, including required deductions, payments, prepares related reports, authorizes/administers employee access to payroll; performs payroll-related functions, such as compensation/benefit requests, salary changes, etc.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Receives and processes employee information to produce bi-weekly payroll checks; keys and/or verifies pay increases/calculations, ensure accurate pay records, transmits the direct deposit records and paycheck distribution; prints checks and direct deposit forms, as needed

Performs all essential functions of payroll, including verifying time worked, calculating and inputting retro pay for salary increases; and updates payroll master file, as needed

Prepares and enters payroll data into the payroll system to produce bi-weekly checks and related payroll reports

Processes payroll data and maintains records for Joliet Public Library employees

Balances each department's payroll journal and determines final balances

Prepares vouchers deposited in payroll account

Prepares periodic reports and performs a variety of related accounting and administrative duties;

Reconciles payroll accounts and makes various cost analyses, as required

Compiles pension, FICA, and Federal and State income tax reports

Advises employees on routine payroll questions

Oversees the distribution of paychecks and direct deposits

Prepares year-end schedules for audit, updates system files for payroll annually, verifies and distributes W-2 information

Prepares reports for municipal funds

Responds to compensation/salary surveys

Authorizes/administers employee access to payroll system and trains employees on usage, as needed

Assist in preparing pay changes and employee reimbursements
Performs back-up and other related duties.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

Bachelor's degree in Accounting, Business, or related field preferred; high school degree or GED equivalent required

Minimum of five (5) years experience processing payroll

Minimum of two (2) years experience utilizing a hosted, payroll system, preferred

Any equivalent combination of education and experience which provides the required knowledge, skills and abilities.

Necessary Knowledge, Skills and Abilities:

Considerable knowledge of payroll specific information, including union contracts, deferred compensation plans, employee benefits, required federal and state deductions and garnishments, and reporting requirements

Knowledge of City government structure, procedures, and services as well as the municipal codes, state and local ordinances, state and federal laws

Knowledge of computers and electronic data processing, including Microsoft Office software, such as Word, Excel, and Outlook

Ability to perform mathematical calculations quickly and accurately

Ability to understand and follow complex oral and written instructions

Skills in communication and interpersonal relations to professionally and respectfully interact with coworkers, managers, the public, and government officials to exchange or convey information, both orally and in writing

Ability to work independently, maintain confidential information, and make routine decisions in accordance with laws, ordinances, regulations and established policies.

SPECIAL REQUIREMENTS

Must possess a valid State of Illinois motor vehicle operator's license.

A full job description is available in Human Resources upon request.

**THE CITY OF JOLIET IS AN EQUAL
OPPORTUNITY/REASONABLE ACCOMMODATION EMPLOYER**