

County of Grundy--Job Posting

Job Title: Payroll Clerk

Date of Posting: May 15, 2019

Applications Accepted Until: Posted until filled

Employee Status: Part-Time, Exempt, Flexible Schedule, 20 hours wk

Salary range: \$15.00 - \$17.00



SUMMARY

The Payroll Clerk coordinates, prepares and processes the bi-weekly payroll for all Grundy County employees, balances payroll withholdings, sends/posts remittance for withholdings to various entities. This position directly interacts and supports the Human Resources Department in ensuring accurate and compliant compensation, benefits, employee records, and payroll. This position directly assists in accomplishing practices and objectives that will provide a positive culture and workforce dedicated to serving our community.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Reviews time sheets entered into computer system and balances totals; creates spreadsheets listing employee payroll changes; balances reports to spreadsheets; calculates disbursements for payroll types and distributes employee checks on payday.
- Ensures accuracy in payroll system when changes in pay rates, deductions, electronic funds transfers occur.
- Balance monthly insurance, union dues, deferred compensation deductions and disburse checks to appropriate entities.
- Respond to employee inquiries regarding payroll.
- Calculate retroactive pay adjustments for general increases and union contracts.
- Enters and maintains changes in monthly payroll deductions.
- Verifies employment data as requested by Human Resources.
- Provides budget and audit support relating to salary details and projections.
- Reviews new employee information for accuracy in payroll system and purges old employee information from system.
- Tracks, completes, and submits employee status changes such as compensation, job title, or hours, address/name changes, and tax allowances.
- Assists with various mandatory filings, surveys and reporting.
- Other duties as assigned.

To perform successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Dedicated to serving the employees and the Board.
- Provides a quick and thorough response to all inquiries.
- Excellent oral and written communications skills.
- Detail-oriented, able to work in a fast-paced environment.
- Able to prioritize.
- Able to deliver effective results, meet tight deadlines and, at times, operate under pressure.
- Effective problem-solving skills.
- Possesses a high level of accuracy.
- Possesses a desire to learn and improve.
- Provides the utmost level of confidentiality, professionalism, tact, diplomacy, and courtesy.
- Sensitive to confidential matters like personnel relations, employee relations, and organizational changes, planning and protecting the security of information, data and files.

- Proficient in Microsoft Excel, Word, Outlook, and Internet Explorer. Able to create spreadsheets and use formulas. Able to enter data into a database, maintain the data, and generate reports. Able to set up labels and mail merge. Excellent typing skills.

MINIMUM QUALIFICATIONS:

- Bachelor Degree or equivalent experience in payroll or related field.
- Minimum one year experience with payroll duties.
- Computer and internet proficiency in Microsoft Office programs.
- Strong organizational skills
- Team oriented

PHYSICAL DEMANDS

While performing the duties of this job, the employee is occasionally required to sit, stand, walk, sit, reach, climb, balance, stoop, kneel, talk, see, or hear. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Work is generally in an office setting with occasional visits to other locations. The noise level in the work environment is usually quiet.

Send resume and salary requirements to HR@grundyco.org with “Payroll Clerk” in the subject of the email, or mail to Grundy County Administration, 1320 Union Street, Morris, IL 60450.

No phone calls please.