

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

EMPLOYMENT OPPORTUNITIES

JOB POSTING # 68-24
POSTED: 9/12/2024
EXPIRATION: until filled
TITLE: Payroll Specialist (Position Code #1531)
SALARY: \$73,500- \$117,581
DEPARTMENT: FINANCE
DIVISION: ACCOUNTING

INTRODUCTION

The City of Joliet, located just 45 minutes southwest of Chicago, is the 3rd largest city in Illinois, with a population of over 150,000. Joliet is a river city with a historic downtown, two casinos, and various attractions, such as the Rialto Theatre, Old Joliet Prison, Illinois Rock and Roll Hall of Fame, and the Slammers Baseball Stadium, to name a few.

Joliet is currently seeking a talented individual to join our team as a Payroll Specialist. Besides a competitive salary, we offer a quality benefits package including health insurance, paid sick and vacation time, life insurance, flexible spending account, and retirement plans just to name a few. On top of paid time off, the City of Joliet celebrates thirteen different federal holidays.

Apply today and join our group of talented individuals who work daily on making Joliet a great place to work and live.

GENERAL PURPOSE

Performs all essential functions related to the timely processing of payroll, ensuring compliance with collective bargaining agreements, laws and tax obligations. This position processes all required deductions and 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

- Performs all payroll processing functions, including verifying time worked, processing of pay rate changes, calculating and inputting retro pay for salary increases; and updates payroll master file, as needed.
- Prepares periodic reports and performs a variety of related accounting and administrative duties.
- Processes wage garnishments in accordance with application laws and regulations.
- Reconciles payroll accounts and makes various cost analyses, as required.
- Prepares and files required pension, deduction, withholdings, and income tax reporting.
- 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 internal and external inquiries related to payroll and compensation.
- Authorizes/administers employee access to payroll system and trains employees on usage, as needed.

- Recommends and implements procedural changes to improve and enhance payroll related processes.
- Assist in preparing pay changes and employee reimbursements.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Education and Experience:

- Bachelor's degree in Human Resources, Accounting, Business, or related field preferred or greater than 7 years' experience performing similar functions
- Minimum of three (3) years experience processing payroll
- 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 municipal 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 interact with Elected Officials, Managers, and employees professionally and respectfully, 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.
- Tyler Munis experience preferred but not required.

SPECIAL REQUIREMENTS

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

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related test may be required.

The duties listed above are only an illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the position change.

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

EQUAL OPPORTUNITY/REASONABLE ACCOMMODATION EMPLOYER