



Human Resource/Payroll Specialist

Oak Forest Park District

Contact Name: Kirstin Dahm
Contact E-mail: kdahm@oakforestparks.org
Contact Phone: 708-687-7270
Closing Date:
Salary: \$25.00-\$27.00/hr DOQ

Description:
Human Resources/Payroll Specialist
Oak Forest Park District
Contact: Kirstin Dahm
Contact Email: kdahm@oakforestparks.org
Contact Phone: (708)687-7270 ext. 132
Closing Date: Open Until Filled
Salary: \$25.00-\$27.00/hour DOQ

Description: Under the direction and supervision of the Accounting Administrator, this part-time position will be responsible for the Human Resources and Payroll functions of the Oak Forest Park District. This includes, but is not limited to, hiring processes, benefits administration, personnel policy updates and compliance, employee file maintenance, compiling payroll information, processing payroll, and management of employee orientation and training. Work hours will be Monday through Friday; around 25 hours a week.

Essential Functions:

1. Assists with the coordination, implementation, and maintenance of the human resource functions of the Park District personnel management software system (Tyler Financial).
2. Ensures all new and returning employees are onboarded timely and efficiently into the District's HR software. Will also troubleshoot any employee or manager issues/conflicts that may arise during the onboarding and hiring processes.
3. Responsible for background checks and other aspects of the employment and onboarding processes per Park District's policies and procedures.
4. Assists in development and implementation of personnel policies and procedures; administers and maintains employee handbook.
5. Manages enrollment/disenrollment and updates for participants in the District's pension plan (IMRF).
6. Investigates, suggests improvements, and aids in developing and implementing strategies for operational efficiencies of HR and Payroll related workflows, procedures, and performance.

7. Maintain current knowledge of payroll and various human resource related laws.
8. Conduct preparation of W-2 statements and distribution of them to employees upon request and at the end of each calendar year.
9. Collects and accurately enters payroll related data necessary to process bi-weekly payroll, incorporating deductions necessary to process and meet deadlines.
10. Prepare annual audit documents as they relate to accrued payroll and compensated absences.
11. Benefits support including preparing the annual employee benefit statement and open enrollment.
12. Processes worker's compensation and unemployment claims and assists in leave of absence including FMLA, preparing documents and notifications, and OSHA logs.
13. Assists with projects including compensation and government surveys.
14. Always maintains strict confidentiality of human resources and payroll information and data.
15. Monitors that Department of Labor posters are up-to-date and in compliance.
16. Must work periodically on special projects, outside the context of human resources, as assigned by the Accounting Administrator

Knowledge, Skills Abilities, and Job Requirements

1. Must be self-motivated and have an energetic personality that demonstrates proficient knowledge in human resources, payroll, and office functions.
2. Strong interpersonal, communication, and writing skills.
3. Must be proficient in MS Office applications including Outlook, Word, and Excel (able to import, export, and analyze data, knowledge of basic formulas), and preferably familiar with HR software Tyler Financial
4. Ability to quickly learn additional software and systems for supporting business transactions.
5. The ideal candidate will pay great attention to detail, have excellent follow-through skills, be able to effectively multi-task, manage multiple priorities, meet deadlines, and be a solid team player.

Qualifications

Education: A bachelor's degree in human resources, business administration or a related field. Advanced experience will be considered in place of a bachelor's degree.

Experience: A minimum of 2 years of working with confidential information related to human resources, payroll processing or similar office experience is required.