



Payroll/HR Administrator

Elk Grove Park District

Contact Name: Nick Kapetan

Contact E-mail: nkapetan@elkgroveparks.org

Contact Phone: 847-228-3504

Closing Date:

Salary: \$53,288.00 - \$61,712.00

Description:

Are you a Payroll & HR professional looking to work for an exceptional Park District?
The Elk Grove Park District is looking for you!!

Winner of the Illinois Park and Recreation Association's 2023 Exceptional Workplace Award, the Elk Grove Park District is located in Elk Grove Village, a northwest suburb of Chicago, just 10 minutes from O'Hare International Airport.

We are currently looking for a Full-Time Payroll/HR Administrator to join our extraordinary team.

JOB SUMMARY

Responsible for all aspects of the payroll process for all Park District employees, including updating and maintaining payroll database, tax related issues, and HR administration, while maintaining high confidentiality.

ESSENTIAL JOB FUNCTIONS

- Responsible for accurately analyzing, preparing and inputting payroll data on a bi-weekly basis.
- Responsible for resolving Incode/TimePro system issues and concerns by working closely with the IT department. Attend meetings as warranted and implement decision-making authority for items affecting payroll.
- Manage and coordinate all provisions of the Affordable Care Act(ACA).
- Conduct background checks for new employees and volunteers..
- Collaborate with external auditors on payroll related items as necessary.
- Ensures compliance with all applicable state and federal wage and hour laws.
- Responsible for resolving payroll issues and concerns with employees, through effective communication skills and customer service.
- Identify, recommend and implement appropriate process efficiencies in relation to payroll processing; work in conjunction with supervisor and appropriate teams to accomplish.
- Verifies that all new hire paperwork is in compliance with federal law, state law and adheres to district standards.
- Responsible for on-going training of staff in payroll procedures.
- Responsible for planning, implementing, and tracking, annual employee training on workplace harassment prevention, as required by the Illinois Human Rights Act.
- Responsible for the preparation and distribution of quarterly unemployment reports, all payroll reports and annual W-2 statements and end of year reports.

- Responsible for the calculation, preparation and transmittance of federal and state tax deposits.
- Maintain complete, accurate, and timely payroll files.
- Assists with all Human Resource Department activities and operations as necessary.
- Participate in trainings and PDU's to educate staff on payroll and timekeeping processes, benefits, and other HR related topics.
- Assist Risk Manager in automating training and tracking and maintain all district training records.
- Keep current on employment practices including Department of Labor laws.
- Assist in administrative tasks for worker's compensation claims.
- Prepare and maintain adequate supply of new staff orientation materials and packets, personnel policies manuals, health insurance plans information packets, evidence of coverage packets, and other materials, as needed and/or requested.
- Follow-up with unemployment claims as needed.
- Assist and provide staff with general human resources-related forms and other general requests.
- Respond to and/or complete employment verification requests (written and/or verbal).
- File personnel and other documents as requested.

MINIMUM QUALIFICATIONS

- Ability to maintain the strictest confidentiality in all aspects of the job.
- Proficient in excel and payroll software.
- Critical thinking and problem solving skills.
- Skills in communicating with employees by oral and written means.
- Skills in preparing written reports and analysis.
- Organizational ability.
- Knowledge of human resource concepts and how to implement them.
- Ability to work in a team based environment.
- Good knowledge of pertinent safety precautions.
- Ability to maintain positive and effective working relationships with other employees.

EDUCATION AND EXPERIENCE

The above knowledge and skills may be demonstrated by an Associate's degree in Accounting, Finance, Business Administration, or as a Certified Payroll Professional, with 3 years computerized payroll experience. An equivalent combination of education and/or experience may be substituted for above.

Elk Grove Park District is an Equal Opportunity Employer

Summary of Benefits

View full job description and apply online at <https://elkgrovecparks.bamboohr.com/careers/254>