



Payroll & Finance Associate

Wheaton Park District

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Closing Date:

Salary: \$20.24 - \$30.35, DOQ

Description:

The position

We are seeking an experienced Payroll & Finance Associate who will play a key role in supporting the finance department by accurately processing all payroll functions and assisting with finance operations.

What will you do?

- Processing bi-weekly payroll. Analyze, prepare and input payroll data accurately. Ensure compliance with all applicable state and federal wage and hour laws.
- Perform quarterly account reconciliations for payroll related accounts.
- Accurately prepare, scan, and file journal entries into our accounting software.
- Prepare various types of journal entries.
- Review cash dailies for District facilities as needed.
- Provide payroll reports as needed or requested to upper management in a timely manner.
- Maintain accurate records for full-time employees' vacation, personal and sick time and part-time employees' paid time off and answer all employee inquiries.
- Enter all new and rehired employee information accurately into the payroll and time keeping systems.
- Update and maintain file for all payroll master records in a timely manner.
- Prepare and transmit monthly IMRF report and payment timely.
- Review employee hours quarterly to determine IMRF status.
- Verify social security numbers and I-9 forms as needed.
- Maintain orderly personnel files through bi-weekly filing for all part-time employees.
- Handle and process garnishments.
- Reconcile and pay invoices for benefits such as Aflac, Prepaid Legal, 457b, etc. in a timely manner.
- Handle all telephone and written inquiries concerning part-time employment verification.
- Train and familiarize supervisory staff with payroll procedures and timekeeping system as hired or as needed.

- Accurately prepare/scan/file purchase orders and journal entries using appropriate templates for the District and foundations for ACH Merchant Credit Card processing, recurring entries, Rec Trac reimbursements, inventory, postage, interest, bank statements, etc. from the monthly close list and input/import into Springbrook.
- Respond to unemployment claims in a timely manner and reconcile quarterly BEN118 statement.
- Reconcile and review quarterly 941, annual W-2's, and annual workers compensation payroll audit.
- Contribute to a feedback rich environment.
- Provide a high quality of customer service in a professional manner to the internal customer that will facilitate team building and exceptional customer service to the external customer.

What it takes...

To be considered for this position, we are looking for:

- Associate degree or equivalent with two (2) or more years' experience.
- Working knowledge of the Affordable Care Act.
- Good working knowledge of Microsoft Office Suite, strong excel skills preferred.
- Thorough working knowledge of Federal and State laws pertaining to payroll.
- Excellent attention to detail, ability to meet deadlines; great problem solving, analytical, organizational, interpersonal, and verbal and written communication skills,
- Valid driver's license CPR/AED certified or obtain within six (6) months of employment.

Why should you apply?

The Wheaton Park District is a dynamic place to work with competitive compensation and amazing benefits. Park districts are all about leisure, recreation, and conservation. If this interests you, we offer the following:

- Health (HMO, PPO, or HSA), with very low employee contribution for employee, spouse, and dependents.
- 100% employer paid dental insurance for employee, spouse, and dependents.
- 100% employer paid vision insurance for the employee
- 100% employer paid life insurance at 1.5 times your annual salary.
- Health insurance waiver incentive up to \$4,500 per year.
- FSA and Dependent Care pre-tax via payroll deduction.
- Pension Plan through the Illinois Municipal Retirement Fund, including employer contributions
- Paid time off including 12 sick days per year, 12 vacation days, 2 personal days (pro-rated first year), 12 ½ holidays.
- Free use of fitness center, two pools, golf, and entrance to Cosley Zoo to employees and family members eligible for insurance coverage.
- Tuition Reimbursement, discounts on merchandise, professional memberships, and other voluntary benefits.

Salary

DOQ

Salary Range

Minimum – Midpoint – Maximum

\$20.24 - \$25.30 - \$30.35

To apply for this position go to: <https://wheatonparkdistrict.clearcompany.com/careers/jobs/2d8811a1-b6fd-55f5-e21f-fd7893bc5836/apply?source=3612168-CS-26822>

The Wheaton Park District is an equal opportunity employer. EOE/M/F/D/V