



Payroll and Finance Specialist

City of West Chicago

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Closing Date: 2026-04-10

Salary: \$67,085.00 - \$93,918.00 (Full Hiring Range)

Description:

To perform and support a variety of semi-skilled accounting and payroll duties in a diverse municipal setting as well as licensing, permitting, cash and deposit transactions and utility billing support. To assist the Human Resources Manager with human resources activities, including employee records maintenance. To support other departments and staff by assisting with customer inquiries and service.

Essential Functions of this Position (Generally up to 60% of the time annually)

1. Perform technical, highly detailed payroll functions for the City. Oversee the processing of various payroll functions. Process employee change information and benefit maintenance.
2. Assist with quarterly and annual reporting requirements, such as 941s and W-2 processing, under the direction of the Assistant Finance Director.
3. Safeguard and maintain the confidentiality of sensitive payroll, financial, and employment information, including Social Security numbers, wages, benefits enrollments, tax and deduction data, and other confidential records, in compliance with applicable laws, policies, and internal controls.
4. Assist with accounting work as needed, utility billing support and reports on financial transactions. Under direction, this position will independently perform the preparation and assembly of periodic reports that may require financial analysis or interpretation.
5. Respond to phone calls, customers, mail, inquiries and complaints from the general public; respond to sensitive requests for information and assistance; refer inquiries as appropriate; aid other departments as needed.
6. Oversee the administrative and recordkeeping aspects of the various business licenses, deposits, commuter parking permits and files, city cemetery deeds, files and statements, and various miscellaneous invoicing needs.
7. Perform timely processing of payments received online.
8. Participate in the preparation of daily bank deposit.
9. Provides clerical and back-up support to other departments as needed.
10. Assist in maintaining all employee and human resources records.

Essential Functions of this Position (Generally up to 30% of the annually)

1. Coordinate annual Records Disposal efforts.
2. Prepare paperwork associated with the filing of Leins and Memorandums of Judgement.

3. Assist in the identification and resolution of receipt errors.

Other Functions of this Position (Generally up to 10% of the annually)

1. Maintain petty cash account.
2. Prepare and coordinate publication of the Annual Treasurer's Report.
3. Assist in responses to various FOIA requests.
4. Complete requests for verifications of employment of current and past employees.

Essential Safety Responsibilities and Duties of All Employees

1. Become familiar with and adhere to all City and Department safety and security policies/procedures.
2. Report all potential hazards, accidents and injuries consistent with City policy and procedure.
3. Immediately report all unsafe conditions and acts to a supervisor.
4. Recommend improvements to safety and security practices.
5. Obey and adhere to all work safety rules and practices.
6. Complete assigned safety training.

Typical Qualifications:

(Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be):

Experience:

Three years of professional and increasingly responsible payroll, accounting, administrative and/or human resources experience. Familiarity with collective bargaining agreements, union workforces and processing payroll in a municipal setting is desired.

Education:

Equivalent to a bachelor's degree from an accredited college or university with major course work in accounting, business administration or a closely related field.

Special Requirements and/or Training:

A valid driver's license. CPR, AED and First Aid certification or ability to attain certification within the first 12 months of employment.

Knowledge, Skills and Abilities

Knowledge of:

1. English usage, spelling, grammar and punctuation.
2. General principles and practices of human resources administration.
3. Modern office procedures, methods and technology.
4. Financial research and report preparation methods and techniques.
5. Principles and practices of financial record keeping.
6. Principles and practices of municipal budgeting.
7. Business letter writing and basic report preparation.
8. Principles and procedures of records management.

Ability to:

1. Perform responsible and semi-skilled administrative work involving the use of independent judgment and personal initiative.

2. Develop and implement accounting system modifications, spreadsheets and reports.
3. Analyze and interpret financial and accounting records.
4. Perform office management functions in an effective and efficient manner.
5. Understand the organization and operation of the city and of external agencies as necessary to assume assigned responsibilities.
6. Interpret and apply administrative and departmental policies and procedures.
7. Independently prepare correspondence and memoranda.
8. Type at a speed necessary for successful job performance.
9. Identify problems and resolve conflicts in an effective manner.
10. Work independently in the absence of supervision.
11. Communicate clearly and concisely, both orally and in writing.
12. Maintain a valid driver's license and commute between City facilities and other work-related locations.
13. Establish and maintain cooperative working relationships with co-workers, supervisors, other City departments, City officials, and external organizations in the completion of work duties.

Equipment and Tools Routinely Used to Perform Essential Duties:

1. Personal computer; VOIP desk phone with operator panel; copy machine; calculator; fax machine; postage machine; and other office equipment typically found in a modern office setting.

Software Routinely Used to Perform Essential Duties:

1. Word processing, spreadsheet and database software. Specialty and cloud solutions may include financial software, payroll system, benefits portals, records management.