



Payroll Administrator

Forest Preserve District of DuPage County

Contact Name: Forest HR

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Contact Phone: 630-933-7682

Closing Date:

Salary: \$74,693.00-\$84,074.00

Description:

The **Forest Preserve District of DuPage County** is seeking a detail driven and collaborative **Payroll Administrator** to join our Finance and Human Resources teams located in Wheaton, IL. This position is ideal for someone who enjoys analytical, accuracy focused work and takes pride in ensuring employees are paid correctly and on time. As the District's payroll subject matter expert, you'll play a key role in managing payroll processes, maintaining compliance, supporting staff with payroll related inquiries, and administering our payroll software system.

Compensation

Salary range: \$74,693.00-\$84,074.00.

The position includes a comprehensive and generous benefits package featuring:

- Illinois Municipal Retirement Fund (IMRF) pension program
- Tuition Reimbursement for continued education and development
- Employer funded Professional Organization Membership
- Health, Dental, and Vision Insurance
- Paid Holidays, Vacation, and Sick Time
- Life Insurance
- Deferred Compensation options

About Us

The Forest Preserve District of DuPage County, located twenty (20) miles west of Chicago, IL is a highly acclaimed government agency that has been instrumental in enhancing the overall quality of life for the residents of DuPage County for over 100 years. We believe in conservation, teamwork and public service. Our mission is to protect and improve the county's natural areas while providing high-quality educational and recreational experiences for the people who call DuPage home.

Key Responsibilities

- Responsible for processing bi-weekly and special payrolls using third party software, including salary audits and payroll deduction and accrual updates.

- Reviews payroll reports, identifies and corrects discrepancies, and performs edits to ensure accuracy and compliance.
- Subject matter expert (SME) in administering the payroll software system. Research, recommend, and implement solutions to system issues.
- Audits all payroll postings to the general ledger.

Key Qualifications

- Bachelor's degree or equivalent; 4–6 years of related payroll experience
- Previous municipal payroll experience highly preferred
- Direct supervisory experience is preferred
- Valid driver's license in good standing
- Proficiency with Microsoft Office Suite
- Strong analytical skills to perform numerical calculations and validate complex data

Apply Today

Follow the link to apply directly and be considered for the position. Payroll Administrator - Wheaton, IL - Forest Preserve District of DuPage County Jobs

Additional information about the position and job duties can be found in the attached job description on our website.

The Forest Preserve District of DuPage County is an equal opportunity employer.