VACANCY NOTICE

POSITION: Office Professional - Payroll Coordinator
LOCATION: Central Office
START DATE: November 2, 2020
(training prior to start date is available)
HOURS: 8 hours per day/12 month position
SALARY: OP - Central Office Level 2 - $16.00/hour

QUALIFICATIONS/EXPERIENCE: See attached Job Description

Proficiency Test required at the time of interview

Qualified applicants should complete an online application at www.district100.com. All current employees must submit an application under “Internal Applicants” within five (5) days of the posting date to be considered for this position. Please notify your current supervisor of your intent to transfer.

Posting: October 14, 2020

Community Unit School District 100 does not discriminate on the basis of age, race, creed, color, handicap, sex, sexual orientation, development disability, national origin, ancestry or marital status.
Job Description

Position:           Office Professional 2 - Payroll Coordinator

Reports to:       Chief Financial Officer

Minimum Qualifications: Associates Degree (focus on business related classes) or High School Graduate with a minimum of 3 years of payroll and/or bookkeeping experience; experience with Word and Excel; ability to work well with public and staff; ability to multi-task; good computer skills; good organizational skills. A basic skills test may be required depending on qualifications.

Terms of Employment: Twelve Months

Basic Functions: Under the direction of the Chief Financial Officer perform diversified duties as designated in Major Duties & Responsibilities for the district as Payroll Coordinator.

NOTE: THIS IS A MASTER JOB DESCRIPTION FOR ALL DUTIES AND RESPONSIBILITIES WITHIN THE PAYROLL AREA. THERE ARE CURRENTLY TWO POSITIONS THAT CARRY OUT THESE JOB RESPONSIBILITIES. WHILE CERTAIN DUTIES AND RESPONSIBILITIES ARE ASSIGNED INDIVIDUALLY, ALL STAFF WORKING IN THESE POSITIONS WILL BE CROSS TRAINED ON ALL TASKS NOTED BELOW.

Major Duties & Responsibilities:

1. Enter any additional pay information (additional hours, docks, etc.) to be included in bi-weekly payroll for all groups of employees, verify said information for accuracy through edit reports (including resolving any discrepancies from the electronic NovaTime hourly employee reporting system with the Building Secretaries and/or Custodial Supervisors) before uploading hourly employee data for processing.
2. Process bi-weekly payrolls for all employee groups (including direct deposit uploads, printing checks, distribution to buildings, etc.).
3. Remit all appropriate withholdings after processing each payroll, via electronic uploads and distribution of payroll accounts payable checks (403(b), union dues, garnishments, etc.).
4. Set up and maintain current payroll master data files for all employees including contract salary rates, stipend payments, hourly rates of pay, etc. This includes but is not limited to annual creation of payroll periods, payroll calendars and fiscal year contract rollovers of all employed staff.
5. Maintain “Employee Online” (online payroll and W-2 module) once fully implemented.
6. Answer questions from a variety of district employees relating to payroll checks, documents and policies.
7. Compile and submit all interim reporting to the Teacher’s Retirement System of Illinois and annually reconcile the interim reporting to ensure the district has made proper contributions on behalf of employees.
8. Compile and submit all interim reporting to the Illinois Municipal Retirement System of Illinois and annually reconcile the interim reporting to ensure the district has made proper contributions on behalf of employees.
9. Compile and submit all interim reporting to any other State and Federal governmental agencies and annually reconcile interim reporting to ensure the district has made proper contributions on behalf of employees (including 941’s, etc.).
10. Compile data and run W-2’s at the end of the year after checking accuracy of calculations and distribute copies to employees and government agencies by the deadline dates.
11. Work with staff in charge of grant management to assign correct account/cost codes for all employee wages attached to grants.
12. Reconcile and payout terminated and/or resigning employees as needed, including running special payrolls as needed.
13. Cooperate and assist with all outside auditors (IMRF, TRS, IDOL, Regular District auditors, etc.) regarding required regulatory compliance audits.
**Misc. Duties**

1. Perform such other duties and assume such other responsibilities as the Chief Financial Officer may, from time to time, assign or delegate.

**Evaluation:** Performance of this job will be evaluated annually in accordance with provisions of the Board of Education policy on evaluation of educational support personnel.