

SOUTHWEST COOK COUNTY COOPERATIVE
ASSOCIATION FOR SPECIAL EDUCATION

JOB DESCRIPTION

TITLE: Payroll Specialist

REPORTS TO: Chief School Business Official

QUALIFICATIONS:

- College degree and/or payroll experience preferred
- Knowledge of payroll accounting procedures
- Knowledge of applicable federal, state and local laws, codes and regulations pertaining to payroll
- Excellent record keeping and organizational skills
- Ability to work independently on confidential assignments
- Consistent communication skills to deal courteously and effectively with staff
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable

EVALUATION: Conducted on an annual basis in accordance with Cooperative guidelines.

TERMS OF EMPLOYMENT: Length of employment, salary and benefits determined by the Board of Directors of SWCCCASE.

PURPOSE OF POSITION:

This position is responsible for the calculation, preparation and distribution of wages, salaries and benefits for over 500 school employees.

PRIMARY RESPONSIBILITIES:

- Calculates semi-monthly payrolls and prepares data for processing. Verify taxes, retirement and all deductions pertaining to each employee.
- Prepares reports and money transfers for proper agencies covering all deductions.
- Prepares monthly and annual reports as needed for Teachers' Retirement System and Illinois Municipal Retirement Fund.
- Maintains all payroll records.
- Maintains checks and balances for all payroll systems and deductions based on familiarity with payroll practices.

OTHER JOB RESPONSIBILITIES:

- Corresponds with employees regarding payroll questions.
- Process monthly payments for all insurance benefits.
- Handles all Workers Compensation claims. Maintains the Log of Work-Related Injuries and Illnesses for OSHA.
- Prepares information as needed for Board of Education Meetings.
- Manages staff attendance software and leave allotments.
- Performs additional duties as assigned by the CSBO.