



VILLAGE OF HOFFMAN ESTATES
JOB DESCRIPTION
PAYROLL COORDINATOR

EFFECTIVE DATE: 12/01/08

DEPARTMENT: Finance	WORK LOCATION: Village Hall		FLSA STATUS: Non Exempt
CLASS CODE: 2700	RANGE: 14	PENSION: IMRF	UNION: N/U
REPORTS TO: Senior Accountant	LEVEL OF SUPERVISION RECEIVED: Moderate Supervision		LICENSE/CERTIFICATES: None

SUMMARY:

Performs routine clerical, bookkeeping, accounting, and administrative work in administering the payroll function to generate the Village bi-weekly pension and executive computerized payrolls. Maintains employee accrual balances. Calculates payouts for departing employees. Reconciles Village monthly bank statements and prepares payroll financial reports for other government agencies. Prepares detailed salary projections for each employee for the annual budget. Prepares extensive journal, reports, and schedules for the annual audit.

Responds to and interacts with residents, employees, and/or others within and outside the organization in a courteous, professional, and effective manner.

JOB NO.	ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES	FREQUENCY
1.	Receives, reviews for accuracy, and codes all employee timesheets; audits usage of vacation, sick and floating holiday hours; posts employee's hours into computer; reconciles hourly totals with departmental records in order to ensure accuracy; submits payroll transaction journal entries.	Daily 35%
2.	Calculates liability and premium payments generated through payroll.	Daily Less than 5%

3.	Maintains ledgers for pension funds and deferred annuity, workers' compensation, and annual and quarterly tax information.	Daily Less than 5%
4.	Prepares bi-weekly, pensioners' monthly, and monthly executive payroll; prepares special payrolls as requested, such as uniforms allowances; prints, sorts and inserts paychecks.	Daily 15%
5.	Generates and reviews for accuracy the payroll trial balance; performs procedures necessary for generating payroll checks and summarizes payroll totals by fund.	Daily 20%
6.	Collects data and completes regular reports for employee pension programs, workers' compensation, and various employee benefits programs; creates spreadsheet reports for police and fire pension withholding totals and billing for union legal benefits; creates and submits monthly IMRF reports and computer discs; updates and submits deferred annuity ICMA reports.	Daily 10%
7.	Informs Assistant Finance Director on a bi-weekly basis of ICMA and Credit Union Wire Transfer totals; informs credit union of all current changes on a bi-weekly basis; informs bookkeeping clerk of funding needed for all payrolls prepared.	Daily Less than 5%
8.	Inputs all personnel file maintenance changes; maintains employee card files; answers payroll related questions from employees, pensioners, and elected officials.	Daily 20%
9.	Prepares and processes quarterly tax returns for federal, state, and unemployment taxes; complies and generates W-2's and 1099R's at year-end tax reports on earnings in accordance with prescribed federal and state government procedures.	Annually 10%
10.	Compiles information by employee on various deductions taken.	Daily 5%
11.	Reviews wages computed and corrects errors to ensure accuracy of payroll.	Bi-weekly 5%
12.	Reconciles Village monthly bank statements; makes adjusting journal entries to verify cash balances; determines source of discrepancies.	Monthly 5%
13.	Coordinates police and fire retirees' records and payments.	Daily Less than 5%
14.	Records changes affecting net wages such as exemptions, insurance coverage, and various payroll deductions for each employee; records data concerning transfer of employees between departments.	Daily Less than 5%
15.	Operates and properly maintains all tools and equipment needed to perform the essential job functions and responsibilities listed above while adhering to all safety rules and practices.	Daily

JOB NO.	OTHER RELATED DUTIES
1.	Prepares files for storage.
2.	Performs other duties, tasks, and responsibilities as assigned.

SUPERVISORY RESPONSIBILITIES: (Select one – required)

None required

Supervisory responsibilities are required to be carried out in accordance with the organization's policies and applicable laws. **(List specific responsibilities below)**

EDUCATION, EXPERIENCE AND COMPUTER SKILLS:

The designated education and experience levels best describe the minimum requirement needed to fulfill the essential job functions. However, any combination of equivalent education or experience may be considered.

Education Level (Select one - required)

- High school education with vocational training
 - High school diploma or general education degree (GED)
 - Two or more years of college coursework in related field
 - Associate's degree (A.A.) from two-year college or technical school
 - Bachelor's degree (B.A.) from four-year college or university
 - Master's degree (M.A.)
 - Doctoral degree (Ph.D.)
- _____ Degree or coursework should be in...

Experience Level (Select one - required)

- No prior experience or training required
- Six months to one year related experience
- One to two years related experience
- Two to four years related experience
- Four to ten years related experience

Additional Experience (Select as appropriate)

- Experience in supervisory capacity...
- Experience in management capacity...
- Must meet the requirements as set by the Fire & Police Commission

Computer Skills (Select as appropriate)

- Entry and processing of data
- Word Processing data
- Spreadsheet software
- Database software
- Specialized applications:

COMMUNICATION SKILLS:

English Language/Communication Skills (Select one)

- Basic skills Ability to read, comprehend, listen to and follow basic verbal or written instructions and provide appropriate feedback. Ability to read, comprehend and/or create routine correspondence and memos using proper spelling, grammar, punctuation and sentence structure. Ability to effectively convey information one-on-one or to small groups of employees or customers.

- Intermediate skills Ability to read, comprehend, listen to and follow complex verbal or written instructions from multiple sources. Ability to provide appropriate feedback by asking probing questions and/or suggesting alternative approaches. Ability to read, comprehend, create and explain to others complex correspondence, reports and/or manuals. Ability to convey procedures and policies one-on-one or in groups to employees or customers.

- Advanced skills Ability to read or interpret all types of documents including safety rules and regulations, and procedure manuals. Ability to create and edit reports and correspondence from varied source material using appropriate style and format. Clearly convey instructions to employees or team. Ability to speak clearly and effectively before groups of customers answering questions appropriately.

- Business skills Ability to read, research, and analyze general business periodicals, professional journals, technical reports, finance documents or government laws and regulations. Ability to write reports, business correspondence, manuals and draft policies and procedures. Ability to effectively make presentations and respond to questions from groups of managers, customers, citizens, or other agencies.

- Specialized skills Ability to read, analyze and interpret professional, scientific, or technical manuals, procedures, plans, schematics, maps, blueprints, licenses, and/or legal documents. Ability to respond to inquiries from managers, customers, business community or regulatory agencies. Ability to draft responses to complex or technical issues and/or effectively present technical concepts or information to managers, customers, or other agencies in concise understandable terms.

Foreign Language Skills (Complete if applicable)

Fluency in foreign Language skills is: Ability to speak and/or read, write and comprehend...

A Plus
 Preferred
 Required

REQUIRED COMPETENCIES:

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The required competencies listed below are representative of the knowledge, skills, and/or abilities required for successful job performance.

Type 30 wpm (Corrected)

Perform arithmetic computations accurately and quickly.

Accurately enter data.

Communicate effectively, verbally and in writing.

Establish successful working relationships with employees, supervisors, and other departments.

Work under pressure and/or frequent interruptions.

Read, write, speak and comprehend the English language.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodations.

(mark all 17 activities)

----- Amount of Time -----

<u>Physical Activity</u>	None	Less than 1/3	1/3 to 2/3	More than 2/3
Stands	_____	<u> X </u>	_____	_____
Walks	_____	<u> X </u>	_____	_____
Sits	_____	_____	_____	<u> X </u>
Uses fingers in a repetitive motion	_____	_____	<u> X </u>	_____
Uses hands to grasp, finger, handle, or feel	_____	_____	_____	<u> X </u>
Reaches with hands and arms above shoulder	_____	<u> X </u>	_____	_____
Climbs or balances	_____	<u> X </u>	_____	_____
Twists or turns	_____	<u> X </u>	_____	_____
Stoops, kneels, crouches, bends, or crawls	_____	<u> X </u>	_____	_____
Pulls, pushes, or carries	_____	<u> X </u>	_____	_____
Talks or hears	_____	_____	<u> X </u>	_____
Tastes or smells	<u> X </u>	_____	_____	_____
Operates a motor vehicle or heavy equipment	<u> X </u>	_____	_____	_____
Lifts or move 0 to 10 pounds (sedentary)	_____	<u> X </u>	_____	_____
Lifts or move 10 to 20 pounds (light)	<u> X </u>	_____	_____	_____
Lifts or move 20 to 50 pounds (moderate)	<u> X </u>	_____	_____	_____
Lifts or move 50 to 100 pounds (heavy)	<u> X </u>	_____	_____	_____

VISION DEMANDS:

The vision demands described here including the ability to adjust focus, close vision, sharpness of vision, depth perception, peripheral vision, distance vision, hand-eye coordination or as otherwise specified by the Board of Fire and Police Commissioners, are representative of those that must be met by an employee to successfully operate the tools and equipment needed to perform the essential functions of this job.

Other Vision Demands (select if applicable)

_____ Absence of color blindness

_____ Corrected vision of...

<i>Enter specific vision requirement here</i>
<i>Enter specific vision requirement here</i>

_____ Uncorrected vision of...

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job with or without reasonable accommodations.

(mark all 15 conditions)

----- Amount of Time -----

Environmental Conditions

None Less than 1/3 1/3 to 2/3 More than 2/3

Customary indoor conditions	_____	_____	_____	_____ X _____
Customary outdoor weather conditions including extreme cold, extreme heat, and wet or humid conditions	_____ X _____	_____	_____	_____
Non-weather conditions: extreme cold, extreme heat, and wet or humid conditions	_____ X _____	_____	_____	_____
Works near moving mechanical parts	_____ X _____	_____	_____	_____
Works in high precarious places, underground, or confined spaces	_____ X _____	_____	_____	_____
Flying debris or airborne particles	_____ X _____	_____	_____	_____
Fire, smoke, fumes, gases, or noxious odors	_____ X _____	_____	_____	_____
Toxic or caustic chemicals, aerosols, liquids, solvents or oils	_____ X _____	_____	_____	_____
Risk of electrical shock	_____ X _____	_____	_____	_____
Works with explosives or risk of radiation	_____ X _____	_____	_____	_____
Vibration	_____ X _____	_____	_____	_____
Extreme illumination	_____ X _____	_____	_____	_____
Low noise level (Normal voice tones)	_____	_____	_____	_____ X _____
Moderate noise level (Raised voice levels)	_____ X _____	_____	_____	_____
High noise level (Shouting/ear protection may be needed)	_____ X _____	_____	_____	_____

The information listed above reflects minimum standards and illustrations of the various types of work that may be performed. The omission of specific job functions, requirements or tasks does not exclude them from the job if the work is similar, related or a logical extension of the work assigned.

This job description does not constitute an employment agreement between the employer and employee.

Recommended Approval:



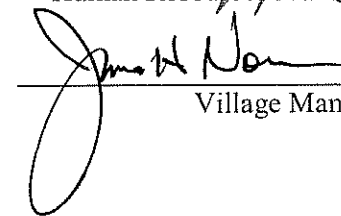
Department Director

Reviewed Approval:



Human Resources Management Director

Approved:



Village Manager

Effective Date: 12/01/08

Revision Date: 11/25/08