



SCHOOL DISTRICT 69 • SKOKIE / MORTON GROVE

5050 MADISON STREET • SKOKIE, IL 60077 • (847)-675-7666
FAX (847)-675-7675

Payroll/Human Resources Specialist

Primary Function

To manage the Payroll and assist with the Human Resource functions of the Business Office.

Organizational Relationships

Reports to the Business Manager.

Qualifications

- Graduation from high school. Bachelor's degree in accounting or equivalent work experience, preferred.
- Proficient skill in English composition, grammar and spelling.
- Detail oriented with strong analytical skills.
- Demonstrated skill in working with the public.
- Working knowledge of office technologies including phone, fax, scanning, database, word processing, and spreadsheets.
- Ability to perform assigned duties and tasks with a minimum of direction.
- Ability to maintain effective public and co-worker relationships.
- Ability to physically move about the building.
- Ability to understand and carry out oral and written directions.
- Ability to, on occasion, physically lift and move packages, boxes, and other materials weighing up to 25 pounds.
- Ability to physically type, manipulate a mouse, and operate a computer.
- Ability to handle personnel information with confidentiality.
- Ability to make computations with speed and accuracy.
- Ability to keep proper records in accordance with State/Federal guidelines and Board Policy.

Performance Responsibilities

1. Maintains a complete and systematic set of records of all payroll related financial transactions for the District.
2. Prepares payrolls, including deductions for withholding tax, pension, social security, medical insurance and such other required salary deductions.
3. Traces errors and records adjustments to correct charges or credits posted to incorrect accounts.
4. Prepares tax returns; prepares federal W2's annually
5. Prepares annual reports for the Teacher Retirement System.

6. Prepares annual reports for the Illinois Municipal Retirement Fund
7. Maintain records pertaining to deductions and withholdings.
8. Prepare quarterly tax returns for Federal and State(s).
9. Assist with the human resources functions of the school district and assist with preparation for labor negotiations.
10. Serve as backup to Accounts Payable.
11. Perform other related duties as assigned by the Business Manager.

Terms of Employment

12-month position (260 work days). Salary and work year determined by the Board of Education

Performance Evaluation

Performance of this job will be evaluated in accordance with the provision of the Board's policy on evaluation of support service personnel.