

**Village of Mount Prospect
Mount Prospect, Illinois**

**VILLAGE OF MOUNT PROSPECT
Payroll Accountant
JOB DESCRIPTION**

Department: Finance
FLSA Class: Exempt
Union: None
Employment Status: Full-time
Position Reports To: Deputy Director of Finance
Date: November 12, 2024

I. JOB DUTY SUMMARY

Under direction of the Deputy Director of Finance, this position is responsible for processing the bi-weekly, monthly, and special payrolls in accordance with applicable state and federal laws and Village personnel policies, maintaining employee personnel payroll files and prepares state and federal filings and year-end processing. Position provides support to the Staff Accountants in performing various accounting related tasks.

II. ESSENTIAL JOB FUNCTIONS

- Preparation and processing of bi-weekly payroll for Village employees, monthly payrolls (elected officials), and special payrolls as needed.
- Guarantee precision of the organization's payroll by reviewing employee time entry including hours worked, vacation, sick and personal time taken and other hours codes as appropriate of approved timesheets.
- Evaluate payrolls for conformity with organization's budget, staff wages and policies.
- Maintain payroll master file and all employee payroll deductions.
- Prepare payroll reports and deposits for federal, state, Medicare and Social Security contributions as well as other withholding such as section 457 plans and wage deductions. File Federal and State withholding reports on a timely basis.
- Bi-weekly tracking of FLSA hours for affected employees.
- Compile and generate W-2's and 1099R's at year end and file all necessary reports in accordance with prescribed federal and state government requirements.
- Provides auditors with various detailed information, i.e. schedules and processes related to payroll for the annual audit. Conduct audit of payroll procedures and performing corrective actions as required.

II. ESSENTIAL JOB FUNCTIONS (continued)

- Prepare monthly IMRF report and payment.
- Prepares annual position budgeting information and related tasks as part of the annual budget process.
- Follows village-wide and departmental safety rules and practices.
- Participates in the development and implementation of goals, objectives, policies and priorities for assigned area of responsibility and in support of the Village-wide strategic plan.
- Assists in monitoring payroll practices in compliance with DOL and IRS regulations.
- Prepare recurring, non-recurring and adjusting journal entries as assigned.
- Creates and reconciles schedules to the general ledger balances. Analyzes the account to determine the appropriateness of the balance. Maintains supporting documentation. Develops or recommends adjustments to journal entries when necessary.
- Assists in the trouble shooting of payroll/HR system problems.
- Assists in the general duties of the accounting division as needed.
- Performs other duties as assigned.

III. BASIC QUALIFICATIONS – EXPERIENCE AND KNOWLEDGE

- Minimum of two (2) to four (4) years of payroll experience
- Broad knowledge of payroll laws and procedures
- Familiarity with payroll, accounting and word processing software
- Working knowledge of Tyler Technologies, New World ERP or other similar payroll system is preferred.
- Working knowledge of office practices and procedures
- Working knowledge of operation of a computer in a network environment and use of internet
- Working knowledge of Microsoft Excel or similar spreadsheet application
- Working knowledge of Microsoft Word or similar word processing application

III. BASIC QUALIFICATIONS – EXPERIENCE AND KNOWLEDGE (continued)

- Ability to deal with vendors, employees, departments and other parties courteously and tactfully
- Ability to maintain confidential information
- Ability to schedule and organize work effectively and efficiently
- Ability to communicate effectively in verbal and written form

IV. EDUCATION AND TRAINING

- Bachelor's degree in Accounting, Finance, Business or other related field with major coursework in accounting.
- Coursework or training in human resources and payroll, with Payroll.org Certified Payroll Professional designation, preferred.
- Or an equivalent combination of experience and training.

V. PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to reasonably perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; and talk or hear. The employee is occasionally required to walk.

The employee must occasionally lift and/or move up to 20 pounds; specific vision abilities required by this job include close vision, color vision and the ability to adjust focus.

VI. WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work is performed primarily in an office setting. The noise level in the work environment is moderate.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.