

## Payroll Clerk

Illinois Housing Development Authority (IHDA), one of the Nation's preeminent Housing Finance Agencies and one of the State's ten largest financial institutions, is currently seeking a Payroll Clerk to build upon our 50+ year leadership in housing finance.

### Summary:

This position shares services between accounting services and human resources, but report directly to accounting for growth opportunities. This position requires an extremely high-level of confidentiality and professionalism at all times. Process semi-monthly payroll and must be accountable for reviewing timekeeping information to appropriately handle timely calculations and payment of salary/wages. This position requires and understanding of payroll federal, state, and local laws. Must understand timecards, timecard reporting and a general understanding of the Fair Labor Standards Act. Support the annual budgeting and auditing processes with requested information needed to prepare various schedules/reports. Required to stay up to date in job knowledge by taking periodic trainings in the payroll field. This position requires a confidentiality statement on file with the Human Resources Department and assist with other duties as assigned.

### Essential Functions:

Coordinating with HR to collect and summarize timekeeping information and to ensure accurate payouts.

Handle or process discrepancies related to timecards and payroll adjustments with HR.

Calculate overtime as required by federal and state law.

Calculate and set up wage assignments/garnishments when required by federal, state, local laws.

Accurately and timely process payroll semi-monthly to the payroll provider. Provide annual payroll due date schedules to HR.

Review and understand semi-monthly payroll reports to ensure accuracy of deductions (e.g., retirement plan loans & contributions, salary changes/adjustments, pre/post tax benefits, etc.).

Process semi-monthly payroll and prepare related schedules for program cost reimbursements.  
Process direct deposit and tax changes through the payroll vendor self-service module.

Process retirement plan vendor employer and employee contribution transfers and reconciliations as required by define contribution funding rules.

Process and issue annual W-2 forms to employees.

With HR assistance, process Affordable care act year-end benefits information for form W-2.

Answer payroll related questions from employees or concerns escalated by Human Resources.

### Education and Experience Requirements:

This position will interact with various departments, weekly interaction with Human Resources and on occasion some levels of management to fulfill their day-to-day responsibilities so it is important to possess flexibility, excellent time management and interpersonal skills.

Minimum of Associate's degree in accounting or finance, preferred. Three plus (3+) years of experience in general accounting with increasing levels of responsibility and required experience with payroll processing. Must have experience working with salaried and hourly employees. Experience processing payroll through ADP a must. Payroll certification a plus. Solid communication skills must possess attention to detail, strong technology skills particularly expertise with Microsoft Excel, solid organizational and analytical skills.

Excellent benefits package, including 401 (k); immediate vesting.

To apply, submit resume and salary to:

[https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=ee890b7a-c9a4-4880-b61b-79abf60f096e&cclid=19000101\\_000001&jobId=415633&source=CC2&lang=en\\_US](https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=ee890b7a-c9a4-4880-b61b-79abf60f096e&cclid=19000101_000001&jobId=415633&source=CC2&lang=en_US)

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