

Human Resources/Payroll Specialist

The City of Wood River is looking for a full-time professional.

Duties and Responsibilities:

Human Resource Function

- Assures compliance with COBRA guidelines.
- Records insurance premium payments
- Coordinates health, dental, vision, life and disability insurance enrollments.
- Continuously update and maintain *Personnel Manual* as needed.
- Verifies I-9 documentation and maintains a record of all I-9 forms.
- Reconciles the insurance invoices.
- Assists with onboarding as well as terminations and retirements.
- IMRF Authorized Agent

Payroll Function

- Analyzes, prepares and keys payroll data. Uses automated system to produce accurate and timely payroll.
- Ensures compliance with all applicable state and federal wage and hour laws.
- Assists during the annual financial audit for the City.
- Assists accounting firm with quarterly and annual payroll tax reporting and W-2 processing.
- Ensures payment on all payroll related expenses such taxes, health insurance, child support, pensions, etc.

Salary Range: \$55,000 - \$62,000 DOQ

Qualification Requirements:

High school diploma or equivalent required, a college degree preferred. Any equivalent combination of education and experience that provides the required knowledge, skills and abilities will be considered. Extensive knowledge and Proficiency of computer software (Microsoft Office). High level of interpersonal skills to handle sensitive and confidential situations and documentation. Problem solving – the individual identifies and resolves problems in a timely manner and gathers and analyzes information skillfully.