

Human Resources
750 S. Wolcott
Room: G-50
Chicago, IL 60612



Job Code: 6520
Grade: 18
FLSA: Exempt

Standard Job Description

Job Title
Payroll Coordinator

Department
Finance/Payroll

Job Summary

Under the direction of the CCHHS System Payroll Director, serves as a payroll processing liaison within a defined division of the Cook County Health and Hospitals System (CCHHS). Ensures payroll process is in compliance with Cook County and CCHHS policies and procedures as well as collective bargaining agreements; ensures departmental compliance with same.

This position is exempt from Career Service under the CCHHS Personnel Rules.

Typical Duties

- Enters data into payroll system ensuring total timesheet amount recorded corresponds with balance contained in the payroll system
- Substantiates various codes, rules, tables and sick/vacation accruals in Time & Attendance System.
- Reconciles payroll system generated reports with operating unit reports by contacting units, researching bases for discrepancies, taking appropriate action to ensure that employees are paid correctly.
- Ensures data integrity throughout the payroll process, from swipe transaction through balancing payroll in E 1.
- Performs recordkeeping functions relative to payroll reporting. Verifies payroll information, process transactions and required information for submission in the Payroll system.
- Collaborates with Cook County Government Payroll Division and Human Resources department to assure compliance and adherence to established policies as needed.
- Maintains current knowledge of Collective Bargaining Agreements and Department of Labor policies.
- Keeps abreast of relevant regulations and payroll procedures as they impact specific work areas and/or personnel; responds to internal and external payroll inquiries, resolving problems in a timely manner; provide instruction and advice to personnel concerning the installation and maintenance of approved personnel.
- Creates various management reports using Excel and Word.
- Protects and secures highly confidential data throughout the course of duties
- Performs other duties as assigned.

Reporting Relationships

Reports to Senior Payroll Manager-CCHHS

Minimum Qualifications

- Bachelor's degree in Business, Finance, Accounting or Management from an accredited institution required.
- Three (3) years of experience in payroll processing and automated time entry required.
- Proficiency with Microsoft Office Suite, primarily Excel and Word

Preferred Qualifications

- Experience with collective bargaining agreements
- Experience with ANSOS Scheduling System, or similar Scheduling System required
- Proficient use of JD Edwards Enterprise Resource System Payroll processing module

Knowledge, Skills, Abilities and Other Characteristics

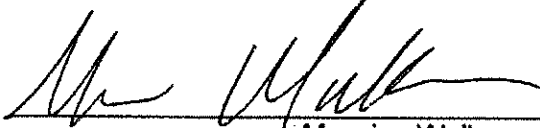
- Working knowledge of Federal, and State Labor Laws
- Working knowledge of automated time and attendance systems and automated payroll systems and reporting.
- Proficient knowledge of Union Contracts, Federal, and State Labor laws.
- Knowledge of Federal, State, and local laws, regulations and guidelines.
- Experience with Collective Bargaining Agreements.
- Ability to analyze and solve problems.
- Ability to work independently and effectively under pressure to meet deadlines.
- Ability to interpret and consistently apply policies and procedures.
- Ability to clearly communicate complex financial functions, verbally and in writing across diverse levels.
- Strong organizational, problem-solving and analytical skills.
- Exhibits a high degree of discretion when responding to matters that require sound judgment.
- Proficient use of JD Edwards Enterprise Resource System Payroll processing module and Microsoft Office, specifically Excel.

Physical and Environmental Demands

This position is functioning within a healthcare environment. The incumbent is responsible for adherence to all hospital and department specific safety requirements. This includes but is not limited to the following policies and procedures: complying with Personal Protective Equipment requirements, hand washing and sanitizing practices, complying with department specific engineering and work practice controls and any other work area safety precautions as specified by hospital wide policy and departmental procedures.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.

For purposes of the American with Disabilities Act, "Typical Duties" are essential job functions.

Approval:  1-17-17
Maurice Walker Date
Senior Payroll Manager-CCHHS

Approval: _____
Gladys Lopez Date
Chief of Human Resources