



Job Code: 9483

Grade: 20

HCWR: N

Job Title

Payroll System Coordinator, CCH

Department

Finance/Payroll

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

Job Summary

The Payroll System Coordinator for Cook County Health (CCH) recommends technical and non-technical solutions including modification of existing payroll business processes, enhancement of existing payroll application system, implementation of purchased software solutions or the development of a new payroll application system. Responsible for preparing, analyzing and distribution of detailed reports as requested. Responsible for coordination and training of personnel on Scheduling System, ORACLE, and Time & Attendance System.

Typical Duties

- Serves as a liaison for processing of bi-weekly payroll for Cook County Health (CCH)
- Ensures compliance with Cook County Government's policies and procedures in addition to meeting departmental submission timelines
- Coordinates and trains timekeepers, managers, and Payroll staff on ORACLE and Time & Attendance System
- Supports payroll processing by analyzes data beginning with swipe card transactions in the Time & Attendance System and reconciling the payroll from ORACLE. Runs detailed reports to verify that all departments have submitted data into the Time & Attendance System and balancing that data after it is uploaded into ORACLE
- Provides technical assistance and support with payroll system, Time & Attendance System and future enterprise resource system implementations
- Substantiates differential codes, pay code rules, and sick/vacation accruals in Time & Attendance System
- Performs daily verification of transactions in Payroll Time & Attendance System, including weekends and extraordinary payroll issues
- Reviews and analyzes overpayments to determine cause, recommend preventive measures and pursue repayment
- Maintains effective and consistent communication between Payroll, Human Resources, Comptroller's Office, other areas of Finance and hospital timekeepers
- Performs other duties as assigned



Minimum Qualifications

- Bachelor's Degree in Accounting, Management, Computer Science/Information Technology or Finance from an accredited college or university
- Four (4) years of experience supporting, testing and/or implementing payroll processes
- Experience using Scheduling System, Cerner, ORACLE, and Time & Attendance Payroll System
- Proficiency using Microsoft Office Word and Excel, i.e., advanced formulas, Pivot Tables, and VLOOKUP

Preferred Qualifications

- Experience and knowledge with report writing software
- Experience and knowledge supporting java
- Strong experience and knowledge running reports
- Experience and thorough knowledge in applying labor contracts/labor laws
- Experience with Enterprise Resource Planning (ERP)

Knowledge, Skills, Abilities and Other Characteristics

- Extensive knowledge of Microsoft Office Software (especially Excel & Word)
- Extensive knowledge of Union Contracts and Federal/State Labor Policies
- Extensive knowledge of Time & Attendance System, ORACLE, Scheduling System
- Excellent verbal and written communication skills necessary to interact with a variety of people from different socio-economic and cultural backgrounds as well as hospital employees across all levels of the organization
- Demonstrate analytical and organizational, problem-solving, critical thinking, and conflict management/resolution skills
- Demonstrate attention to detail, accuracy, and precision
- Ability to prioritize, plan, and organize projects and tasks
- Ability to function autonomously and work within a self-directed environment, with an ability to also work with and lead teams in a multidisciplinary environment
- Ability to develop and/or improve existing policies and procedures.

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.