NOW HIRING

Payroll Officer

Office of the Clerk of the House of Representatives

The Office of the Clerk is seeking an individual to fill the position of Payroll Officer. This position will be located in Springfield, Illinois.

The primary responsibilities of this position include:

- Processing all full-time payroll and insurance for the Clerk's Office and the district offices;
- Resolving any personnel issues concerning an employee's pay;
- Processing all vouchers in a timely manner for the Clerk's Office;
- Setting up and monitoring obligations for district office employee pay;
- Attending seminars concerning payroll and insurance;
- Responding to inquiries concerning payroll, insurance, or benefits;
- Working cooperatively with office staff to complete general office duties; and
- Other tasks as assigned.

Compensation & Benefits:

- $50,000 minimum; compensation based on experience and education;
- Health, dental, vision, prescription, behavioral health, and life insurance, for details visit:
- https://www2.illinois.gov/cms/benefits/StateEmployee/Pages/StateInsuranceProgram.aspx
- Participation in State Employees' Retirement System;
- Optional participation in health savings account and deferred compensation programs;
- Competitive vacation, sick, and personal time.

Minimum Qualifications:

- High school degree or equivalent (some college preferred);
- Prior payroll experience preferred;
- Strong organizational skills to meet stringent deadlines;
- Strong knowledge of Microsoft Word, Outlook, and Excel; and
- Excellent verbal and written communication skills.

Qualified applicants should submit a resume and contact information for three professional references to:

Kirk Walker
Illinois House of Representatives
Room 403 Stratton Building
Springfield, IL 62706
KirkW@ilga.gov

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