

**New Job Posting**

**June 15, 2022**

**Human Resources/Payroll Coordinator – City of Grain Valley, MO**

**Responsibilities:** The Human Resources & Payroll Coordinator works directly with the Human Resources Administrator and Accountant to ensure all human resources processes and payroll functions for the city are conducted in a timely manner to ensure compliance. The essential functions of the **human resources role** is to maintain personnel filing systems, track status of candidates through the hiring process and follows-up as appropriate, initiate drug screens, physical agility tests and background checks, organize new hire on-boarding, including orientation and new hire paperwork, process all aspects of employee information from initial hire process to termination including data entry into payroll system and benefits carrier systems to ensure accurate record keeping, coordinate benefits plans, including enrollments, changes, terminations; ensures proper payroll deductions are processed through the City's payroll system, participate in various human resources workflows such as but not limited to updating the City's organization chart, maintaining the employee portal, invoice coding and purchase order entry and compiling, filing and distributing appropriate paperwork related to work compensation, property and liability claims, ensure all up-to-date legal postings are placed in a designated area within established timeframes, coordinate the retention and destruction of human resources related files, centralized office and miscellaneous supply order coordination and distribution. The essential functions of the **payroll role** is to implement, maintain, and review payroll processing to ensure timely and accurate processing of payroll transactions including time worked, paid leave, holidays, salaries, benefits, garnishments, taxes, and other payroll deductions and withholdings, reconcile payroll to the general ledger and monthly bank statements, issue or reissue, physical or replacement checks or direct deposits due to payroll errors or final discharge, record and process federal and state payroll tax deposits, ensure accurate and timely processing of payroll updates including new hires, terminations, and changes to pay rates, update employee records by entering changes in exemption, insurance coverage, savings deduction, and job title and department/division transfers, ensure compliance with federal, state, and local payroll, wage, and hour laws and best practices by researching and implementing payroll tax requirements as needed and perform additional tasks as assigned.

**Minimum Qualifications:** Associate degree, one year of human resources experience, two years of payroll experience. Preferred qualifications: Bachelor's degree in Accounting or Human Resources, municipal government experience. Knowledge of: human resources and payroll law/regulations, human resources and accounting software, proficient in Microsoft Office; Ability to: make sound judgement and exhibit strong decision-making and problem solving skills, display exceptional interpersonal communication with particular attention to confidentiality, maintain strong attention to detail, handle multiple tasks and meet deadlines, accurately maintain records, stay focused in an extremely active/open office environment, establish and maintain positive and helpful working relationships with fellow employees, work independently and cooperatively as part of a team; skills in: written and verbal communication skills, critical thinking, time management

**Salary:** \$2,808.12 - \$3,510.15/mo.

**Apply Online:** Please visit <https://www.cityofgrainvalley.org/careers/>

Application Deadline: Open until filled

EOE

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