



Position opening: Human Resource Designee/Payroll Administrator/Accounts Payable Clerk
Facility Name: BMO Harris Bank Center
Location: Rockford, IL

POSITION: Human Resource Designee/Payroll Administrator/Accounts Payable Clerk

DEPARTMENT: Finance

REPORTS TO: Director of Finance

FLSA STATUS: Salaried Exempt

Summary

SMG, the leader in privately managed public assembly facilities, has an immediate and excellent opening for a HRD/Payroll Administrator/AP Clerk at the BMO Harris Bank Center in Rockford, IL. The HRD/Payroll Administrator/AP Clerk performs all aspects of Human Resource Operations which includes administration and maintenance of all Facility Benefit Programs, coordinates and prepares Payroll for all employees in compliance with state and federal wage and hour requirements, and also performs the daily activities of the Accounts Payable functions at the facility consistent with SMG policies by performing the following duties.

Essential Duties and Responsibilities

Include the following. Other duties may be assigned.

- Build a “team-first” work environment, encouraging teamwork and interaction among employees
- Responsible for HR related functions such as benefits administration, recruitment activities, and terminations
- Advise management in appropriate resolution of employee relations issues
- Administer benefits programs such as life, health, dental and disability insurances, pension plans, vacation, sick leave, leave of absence, and employee assistance
- Keep records of benefits plans participation such as insurance and pension plan, personnel transactions such as hires, promotions, transfers, performance reviews, terminations, and employee statistics for government reporting
- Coordinate training or trains Managers in interviewing, hiring, terminations, promotions, performance management, performance review, safety, and sexual harassment
- Follow SMG Human Resources policies to assure compliance
- Investigate accidents and prepares reports for insurance carrier
- Maintain compliance with state regulations concerning employment
- Maintain the time-clock system and review hours
- Maintain the payroll system and process bi-weekly payroll disbursement
- Prepare payroll and benefit related general ledger entries
- Reconcile payroll related general ledger accounts
- Code and process accounts payable invoices and maintain files
- Process accounts payable disbursements
- Reconcile accounts payable related general ledger accounts
- Process unclaimed checks

- Other duties as assigned by the Senior Accounting Manager or Director of Finance

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

Education and/or Experience

- High School diploma or G.E.D. required; Bachelor's Degree preferred
- 2 to 3 years related experience and/or training
- Or equivalent combination of education and experience
- Experience administering benefit programs
- Minimum 2 years' experience in ADP payroll processing

Skills and Abilities

- Critical thinking and problem solving skills
- Ability to handle conflicts, make common sense decisions, and exercise proper action during high tension and stressful situations
- Effective communication, interpersonal and organizational skills required
- Ability to interact with all levels of staff including management and clients
- Knowledge of spreadsheets and word processing software
- Excellent data entry, basic accounting and journal entry skills
- Solid knowledge of principles and practices of personnel administration
- Familiarity with COBRA, ERISA, FMLA and related state and federal regulations required
- Understanding of payroll taxes, laws, regulations and requirements
- Ability to function both independently and as a team member
- Ability to meet specific deadlines and successfully work under pressure, with close attention to detail
- Remain flexible and adjust to situations as they occur
- Professional presentation, appearance and work ethic
- Ability to maintain confidential information

Computer Skills

To perform this job successfully, an individual should be proficient In Word and Excel. Experience with ADP or HRIS software payroll systems desirable. Exposure to accounting and financial reporting software.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to move around the facility; to stand for long hours during events; talk and hear. This position may require work inside or outside of the building, as needed by events. The employee may be exposed to low to extreme noise – from a normal office environment to the noise of an event being held in the facility.

Note

The essential responsibilities of this position are described under the headings above. They may be subject to change at any time due to reasonable accommodation or other reasons. Also, this document in no way states or implies that these are the only duties to be performed by the employee occupying this position.

To Apply

This position offers a competitive salary and benefit package. **Please send a copy of your most recent resume and cover letter which includes salary requirements to:**

Internal:

<https://recruiting.adp.com/srccar/nghome.guid?c=1152751&d=InternalCareerSite&r=5000234325206#/>

External:

<https://recruiting.adp.com/srccar/public/RTI.home?c=1152751&d=ExternalCareerSite&r=5000234325206#/>

Gretchen Gilmore
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BMO Harris Bank Center
300 Elm Street
Rockford, IL 61101

Applicants that need reasonable accommodations to complete the application process may contact- 815-489-8233.

SMG is an Equal Opportunity/Affirmative Action employer, and encourages Women, Minorities, Individuals with Disabilities, and protected Veterans to apply. VEVRAA Federal Contractor.