Applications are available at the South Holland Village Hall, 16226 Wausau Avenue, South Holland, IL 60473. Please submit application and resume to Personnel Relations Coordinator, Bridget Di Santo, by 5:00pm on Wednesday, August 7, 2019. Faxes and e-mails not accepted.

The Village of South Holland is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment.

**PAYROLL SPECIALIST**

The Village of South Holland, Illinois, is currently seeking an experienced, energetic and highly motivated professional for the part-time position of Payroll Specialist.

**Position Qualifications:** High school diploma along with three (3) years of payroll experience. Advanced computer skills including payroll, excel and other spreadsheet applications are essential. Prior experience creating spreadsheets necessary. Above average math aptitude. Demonstrates good vocabulary, spelling, punctuation, grammar, written and verbal communication skills. Ability to multi-task and work independently with minimum supervision; Understanding the functions and operations of municipal government is a plus. Thorough knowledge of standard office practices, procedures and equipment. Exhibit a positive and professional appearance.

**Wage:** $17.74 – $24.38 per hour (Commensurate with Experience)