



Title: Payroll and Personnel Coordinator
Reports to: Staff Support Manager
Salary: Group 4A (\$17.31-19.23 per hour)
Location: Durango, CO
Status: Full time, Non-Exempt, Regular
Benefit Eligible: Full as per policies

Date: 10/18/2017

Summary:

This is a payroll processing and human resource support position with Conservation Legacy's central support team. This position will work closely with the Director of Finance, Staff Support Manager and the regional office staffs. This position will be responsible for the accurate processing of weekly Conservation Legacy payrolls, assistance with employee onboarding, and benefits enrollment processes for Conservation Legacy employees.

Essential Responsibilities and Functions

Payroll

- Process multi-batch weekly payruns, working closely with and supporting regional payroll managers and the 3rd party payroll provider.
- Administer and control staff time-keeping and attendance system.
- React and respond appropriately to payroll issues, questions and concerns.
- Maintain multi-state payroll tax records working closely with 3rd party provider to ensure accurate filing.
- Prepare workers compensation reports and submit premium payments.
- Facilitate annual worker's compensation audit.
- Update payroll records by reviewing and entering changes in exemptions, insurance coverage, bank accounts, deductions, job titles, department/ division transfers, and exits.
- Prepare reports by compiling summaries of earnings, hours, taxes, deductions, leave, disability and nontaxable wages.
- Maintain payroll guidelines by writing and updating policies and procedures.
- Assist in the design and implementation of evolving payroll systems and processes.
- Assist in compliance with federal, state, and local payroll requirements by studying existing and new legislation; advising management on needed actions.
- Complete various end of year payroll reporting, Track Unemployment in various states
- Respond to and arrange wage garnishments, unemployment, and verification with 3rd party providers.
- Disbursement and re-issue of W-2s and related data, quarterly payroll reporting to provider.

Human Resource Support

- Collect and facilitate all onboarding and exiting documentation for staff members and document in our online tracking lists.
- Manage staff benefit and retirement enrollment/termination processes.
- Enter and maintain accurate employee data in various systems.
- Respond to requests regarding information of both past and present employees including; compensation data, employment status, and other employment information.
- Maintain employee confidence and protect operations by keeping information confidential.
- Provide ongoing feedback for systems improvement.



Other Administration Support Duties

- Collect and distribute office mail.
- Assist with other general administration duties as needed, including reporting assistance for the department of finance
- Contribute to support team effort by accomplishing related results as needed.

Physical Requirements:

Periodic overnight travel and non-traditional work hours, inclusive of weekend and evening hours. To successfully perform essential functions the Payroll and Personnel Coordinator is required to sit, stand, walk, speak and hear. The Payroll and Personnel Coordinator may be required to climb, balance, stoop, kneel, crouch or crawl on an infrequent basis. He/she must be able to operate office equipment, telephone, and computer and reach with hands and arms. The Payroll and Personnel Coordinator may be required to lift up to 50 pounds unassisted. The ability to drive an organizational vehicle is also required. Reasonable accommodations may be made for qualified individuals with disabilities to perform the essential functions.

Qualifications:

- Minimum 3 years of administrative experience, preferably with payroll and HR involvement.
- Minimum Bachelor's Degree in Business or related field, preferred.
- Working knowledge or ability to obtain payroll best practices.
- Excellent administrative skills and multitasking skills.
- Experience in providing excellent customer service.
- Outstanding organizational and time management skills, and ability to prioritize.
- Excellent communication skills including verbal, written, and presentation; remote communication experience preferred.
- Self-motivated, decisive and able to work independently.
- Flexible, adaptable and capable of working in a fluid, changing environment.
- Proficiency in computer technology including databases.
- Mid to advanced PC skills using Outlook, Word, Excel, SharePoint.
- Valid driver's license, insurable driving record and acceptable criminal history check.

To Apply: Send Cover letter and resume to payroll@conservationlegacy.org

Position open until filled.