



**Title:** Payroll and Personnel Coordinator  
**Reports to:** Staff Support Coordinator  
**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:** 03/17/2017

### **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 Coordinator and regional office staff. This position will be responsible for the accurate processing of weekly Conservation Legacy payrolls, and assistance with the 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 managers and 3<sup>rd</sup> party payroll provider.
- Administer and control staff time and attendance system.
- React and respond appropriately to payroll issues, questions and concerns.
- Maintain multi-state payroll tax records working closely with 3<sup>rd</sup> party provider to ensure accurate filing.
- Prepare workers compensation reports and submit monthly 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, 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.
- Respond to and arrange wage garnishments with 3<sup>rd</sup> party provider.
- Disbursement and re-issue of W-2s and related data.

#### **Human Resource Support**

- Collect and complete required onboarding/exiting documentation for staff members.
- Assist in staff benefit 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.
- 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 experience in payroll and HR operational functions, preferably with non-profit organizations.
- Bachelor's Degree or higher in Accounting, Business or similar field preferred.
- Working knowledge of payroll best practices.
- Excellent administrative 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.
- 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 [drew@conservationlegacy.org](mailto:drew@conservationlegacy.org)

Position open until filled.