



Montezuma-Cortez School District RE-1
EVERY STUDENT. EVERY DAY.

Position: Payroll and Benefits Coordinator

Our Vision

The district is committed to creating an environment of collaboration and accountability that ensures our students:

- Achieve personal goals and academic growth.
- Are invested in success for their future.
- Attain high levels of literacy and 21st century skills.
- Are engaged in active citizenship.
- Learn in a safe and healthy school environment.

Position Summary: Accurately and efficiently process payroll in accordance with federal and state laws, and district policies. Generate PERA, unemployment insurance, federal, state, and local tax reporting, in addition to maintaining current employee benefit records. Foster a positive and professional environment that leads to continuous improvement efforts in the Finance Departments. Provide backup to other staff accountants in the department as time permits.

Essential Duties and Responsibilities: 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. The frequency and percentage of time of duties may vary based on building or department assignment.

- Efficiently and accurately process payroll and stipends.
- Accurately interpret and process garnishments/tax levies in compliance with all legal requirements.
- Update and maintain organized payroll and benefits selection records.
- Submit timely payroll taxes and other deduction payables. Prepare IRS form 941 and any other required payroll tax forms.
- Administer access to retirement options through payroll deductions.
- Audit and reconcile a wide range of personnel action changes and payroll documentation for all employees. · Prepare and distribute W-2 and ACA returns to District employees.
- Educate and support staff in all aspects of payroll practices, protocols, policies, laws, and regulations.
- Coordinate and process employee benefits transactions, including handling paperwork, inputting data into systems, maintaining accountability of insurance and COBRA, and paying insurance billings.
- Reconcile payroll and benefits with the general ledger and prepare monthly payroll and benefit journal entries. · Provide support with the preparation of annual audit information.
- Daily, the payroll specialist/staff accountant will maintain and foster positive and professional employee interactions, delivering outstanding customer service to employees.
- Perform other duties and manage special projects as assigned.
- Observe all district policies and procedures.

Education and Training: Associate of Arts (AA) degree or equivalent, plus training and/or technical courses in payroll and accounting or any combination of education, training, and experience that provides the required

knowledge, skills, and abilities to perform the essential job duties and responsibilities of the position. Bachelor's degree in related field preferred.

Experience: 3-5 years of experience in computerized payroll processing for 100+ employees, including general accounting. Experience in employee benefits including health, dental, 401k or 403b and vision preferred.

Certificates, Licenses and Requirements: None required. Fundamental Payroll Certification (FPC) or Certified Payroll Professional (CPP) is preferred, or willingness to obtain certification within 12 months. Criminal Background Check required for hire.

Technical Skills, Knowledge, & Abilities:

- Demonstrate a high-level of proficiency in the use of technology.
- Perform payroll related functions, including accounting, in a way that exemplifies excellence in wage payment practices as measured by accuracy, promptness, regulation compliance, and reliability.
- Demonstrate a deep-rooted sense of duty, high moral standards, and clear self-purpose, which serves to accomplish the mission of the district and department and exemplifies our core values.
- Demonstrate high organizational skills such as planning, flexibility, prioritization, cooperation, and closure, which support high personal expectations for quality in the workplace and deliver a high level of customer service. · Demonstrate optimism in both expressive and receptive communication skills while developing sincere positive relationships with fellow employees and others.
- Knowledge of current payroll procedures, Fair Labor Standards Act, and all wage and hour laws. · Knowledge of Generally Accepted Accounting Principles (GAAP), Governmental Accounting Standards Board (GASB) practices, tax laws and regulations preferred.
- Ability to interpret, promote and enforce Board of Education policies, District policies and building/department procedures.
- Ability to identify opportunities for improvement and effectively manage and lead payroll improvement initiatives. · Ability to work under tight timelines with creativity and flexibility and deal with difficult and confidential issues.

Materials and Equipment Operating Knowledge:

- Operating knowledge of and experience with computerized payroll applications and electronic time keeping systems.
- Extremely proficient with Microsoft Office Suite (Excel, Outlook).
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, email, etc.
- Operating knowledge of and experience with ten-key adding machine.
- Operating knowledge of current district financial programs preferred; required within 3 months after hire.

Essential Physical Demands:

- Constant lifting 5 to 20 pounds
- Frequent lifting 20 to over 50 pounds
- Constant standing, walking
- Frequent bending, reaching, squatting, climbing, kneeling.
- Occasional crawling, sitting, stooping.

Supervisory Duties: None

Reports to: Executive Director of Finance and Executive Director of Human Resources

Budget and/or Resource Responsibility: Responsible for entering journal entries related to payroll transactions and the self-insurance plans. Responsible for assisting the Finance Director with assigned budgets.

Candidate Profile:

Education and Certification:	<ul style="list-style-type: none"> High School diploma
Experience and Skills:	<ul style="list-style-type: none"> Ability to understand and follow oral and written instructions. Flexible and maintain a positive attitude. Work cooperatively with supervisors and coworkers
Culture and Fit:	<ul style="list-style-type: none"> Commitment to the mission and values of Montezuma Cortez Re-1 Desire to work as a member of a dynamic team. Openness to feedback and willingness to share ideas. Maintains and models high standards of personal and professional integrity and confidentiality

Physical Requirements and Working Conditions: *The physical demands, work environment factors and mental functions described below 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.*

Physical Activities:	Amount of:			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit			X	
Reach with hands and arms			X	
Use hands to finger, handle, or feed			X	
Climb or balance		X		
Stoop, kneel, crouch or crawl		X		
Talk				X
Listen				X

Noise Level:	Exposure Level
Very quiet	
Quiet	
Moderate	
Loud	X
Very Loud	

Vision Demands:	Required
No special vision requirements	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

Mental Functions:	Amount Of:			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare		X		
Analyze			X	
Communicate				X
Copy		X		
Coordinate			X	
Instruct		X		
Compute		X		
Synthesize			X	
Evaluate			X	
Interpersonal Skills				X
Compile		X		
Negotiate		X		

Work Environment:	Amount of:			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)		X		
Work near moving mechanical parts			X	
Work in high, precarious places			X	
Fumes or airborne particles	X			
Toxic or caustic chemicals		X		
Outdoor weather conditions		X		
Extreme Cold (non-weather)	X			
Extreme Heat (non-weather)	X			
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration	X	X		

The signatures below indicate that this job description has been reviewed by the employee with the supervisor.

Employee Name (Print)

Employee Signature

Date

Supervisor Name (Print)

Supervisor Signature

Date

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. This job description is not intended to create any express or implied contract of employment or expectancy of continued employment for any definite term.

NONDISCRIMINATION CLAUSE



Montezuma-Cortez School District RE-1 does not discriminate against any protected classes as identified by the State of Colorado. A lack of English speaking skills will not be a barrier to participation or admission. The following staff have been designated to handle inquiries regarding our nondiscrimination policies:

Title IX Coordinator and Compliance Officer (*Title II/ADA, Title VI*)

Cynthia Eldredge, Executive Director of Human Resources
400 North Elm Street, Cortez, CO 81321 970-565-7522 ext. 1135
titleIXcoordinator@cortez.k12.co.us

504 Compliance Officer (*Section 504*)

Lisa Megel, Executive Director of Exceptional Student Services
400 North Elm Street, Cortez, CO 81321 970-565-7522 ext. 1118
504complianceofficer@cortez.k12.co.us

M-CSD RE-1 School Governance Policies can be found on our website at:

www.cortez.k12.co.us/our-district/board-of-education/policies

CLÁUSULA DE NO DISCRIMINACIÓN

El Distrito Escolar Montezuma-Cortez RE-1 no discrimina contra ninguna clase protegida identificada por el Estado de Colorado. La falta de habilidades para hablar inglés no será una barrera para la participación o la admisión. El siguiente personal ha sido designado para atender consultas sobre nuestras políticas de no discriminación:

Coordinador del Título IX Oficial de Cumplimiento (Título II/ADA, Título VI)

Cynthia Eldredge, Directora Ejecutiva de Recursos Humanos
400 Calle Elm Norte, Cortez, CO 81321 970-565-7522 extensión 1135
titleIXcoordinator@cortez.k12.co.us

504 Oficial de Cumplimiento (Sección 504)

Lisa Megel, Director Ejecutivo de Servicios para Estudiantes Excepcionales
400 Calle Elm Norte, Cortez, CO 81321 970-565-7522 extensión 1118
504complianceofficer@cortez.k12.co.us

Las políticas de gobierno escolar de M-CSD RE-1 se pueden encontrar en nuestro sitio web en:

www.cortez.k12.co.us/our-district/board-of-education/policies

11.28.23 DKR

Referenced Policies: AC, AC-E-1, AC-R (Option 1), AC-R-2*, JB, JBA, JBA-E, JBB*, JII-R

NOTE: Federal law requires districts to provide continuing notification of non-discrimination statements and the Title IX coordinator's contact information. This information must be published in student, parent, and employee handbooks, course catalogs, program/employee application forms, and recruitment materials. 34 C.F.R. § 106.8.