



Job Description

Title: **Payroll Specialist**

Department: **Accounting**

Reports to: **Manager, Accounting**

FLSA Status: **Non-Exempt**

EEO Code: Admin Support Workers

Job Level: **Individual Contributor**

Version Date: 2/22/2021

JOB SUMMARY

Position ensures accurate processing and recording of Holy Cross Energy's (HCE) payroll, provides timely and accurate financial information, and processes monthly, quarterly and year-end payroll reporting and documents.

<u>Essential Function</u>	<u>% Time</u>
Processes monthly payroll and mid-month advances accurately and efficiently, while maintaining employee information, reviewing earnings and processing payroll reports.	40%
Enters, maintains and processes information in the payroll system	25%
Researches and handles routine payroll inquiries and communicates in a timely manner.	20%
Collaborates with Human Resources on payroll related issues, confirms and documents payroll additions and/or changes.	10%
Participates in NISC trainings, review software updates and informs affected departments (i.e. HR, IT, etc.) of changes.	5%

QUALIFICATIONS

Education and Work Experience

High School diploma or equivalent required; Associate's degree in Accounting or business-related field preferred; 2 or more years of processing payroll for 10 or more employees required.

Skills

Must be able to maintain confidentiality and have the ability work independently in a time sensitive environment.	Expert
Must have clear and concise written and verbal communication skills. Possess organizational and time management, problem solving and decision-making skills. Must enjoy collaborating with employees to develop effective solutions. Have the ability to handle situations with tact and diplomacy. Must have intermediate MS Office skills in Word, Excel and Outlook. Must have the ability to recognize and/or prevent and correct recording, mathematic or accounting errors and be detail oriented.	Solid

Licenses & Certifications

Valid Colorado Driver's License required upon hire. Certified Payroll Professional preferred upon hire.

PHYSICAL DEMANDS & WORKING CONDITIONS

<u>Physical Demands</u>	<i>NA</i>	<i>Rarely</i>	<i>Occasionally</i>	<i>Frequently</i>	<i>Constantly</i>	<i>Weight</i>
Standing		X				
Walking		X				
Sitting					X	
Lifting*		X				*10 Lbs.
Carrying*	X					*
Pushing*	X					*
Pulling*	X					*
Climbing	X					
Balancing	X					
Stooping	X					
Kneeling	X					
Crouching	X					
Crawling	X					
Reaching		X				
Handling	X					
Grasping	X					
Feeling	X					
Talking					X	
Hearing					X	
Repetitive Motions					X	
Eye/Hand/Foot Coordination			X			

<u>Working Conditions</u>	<i>NA</i>	<i>Rarely</i>	<i>Occasionally</i>	<i>Frequently</i>	<i>Constantly</i>
Extreme cold	X				
Extreme heat	X				
Humidity	X				
Wet	X				
Noise	X				
Hazards	X				
Temperature Change	X				
Atmospheric Conditions	X				
Vibration	X				
Other	X				

<u>Travel Requirement</u>	<i>Percentage</i>
Yes	5%

<u>Functional Competency</u>	<u>Level</u>	<u>Competency Description</u>
Analytical Thinking	Novice	Practices investigative techniques to determine the best approach.
Business Impact	Entry	Role has impact on the department.
Collaboration	Novice	Creates internal alliances outside the immediate team or dept.
Communication Skills	Entry	Able to communicate well in straight-forward situations.
Functional Knowledge	Mid	Thorough understanding of his/her discipline & a rudimentary understanding of other disciplines.
Influence	Entry	Gains support for ideas within the team.
Job Impact	Novice	Work team & other connected work teams.
Leadership Skills	Entry	Does not manage employees may mentor and/or train subordinates.
Managing Change	Entry	Implements changes provided by management.
Problem Solving	Mid	Arrives at a conclusion based on previous experiences and good judgement.
Strategic Responsibility	Entry	Not responsible for strategy.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SCOPE

Freedom to Act

Work is accomplished with moderate supervision. Follow Established and detailed directions. Work is reviewed for accuracy and overall adequacy.

Problem Complexity and Problem-Solving Timeframes

Provides resolution to an assortment of problems that are typically well defined, but some clarification or judgement is required to determine action, as additional information about the problem/task is discovered. Uses judgement within defined practices/procedures to determine appropriate action. Problem/Task resolution timeframe: Inclusive of shorter timeframes, but the majority of tasks take up to several weeks to resolve.

People Management

Individual Contributor – does not manage employees.

Impact

Failure to accomplish results can normally be overcome without significant effect on the organization.

Contact With Others

Contacts are primarily within the department or function with occasional cross-functional interfaces. Some limited external customer contact on routine matters.

Financial Responsibility

Financial and Budget Responsibility Shared

Interpersonal Abilities

Requires the ability to establish and maintain effective professional relationship with both internal and external contacts.

Leadership: Inspires and motivates others to perform well, includes appropriate employees in planning and decision-making, takes responsibility for employee activities, makes self available to employees, develops employee skills and encourages growth, gives appropriate recognition to others, and continually works to improve work environment and leadership skills.

Core Values: Commits to the safety of all co-workers and general public through education, awareness, training and prevention, treats people with respect, keeps commitments, accepts responsibility for own actions, inspires the trust of others, works with integrity, and upholds organizational Core Values.

Confidentiality: Uses discretion and maintains confidentiality in sensitive and personal matters related to the function.

Organizational Support: Follows policies and procedures, supports Holy Cross goals and values, promotes a harassment-free environment, supports affirmative action, and respects diversity.

Requires prompt and predictable attendance in order to ensure uninterrupted service to internal and external contacts. Occasionally, position may require working outside normal business hours, including evenings, weekends, and holidays.

The job description is not intended to be an all-inclusive list of job responsibilities, duties, and requirements; but to describe the standard level of work being performed. Employees may be required to perform other duties as assigned or as required by the need of the business. Holy Cross Energy retains the discretion to add to or change the duties of the position at any time.

Employee Signature & Date