



Dolores School District – INTERNAL JOB POSTING

Position Title:

Payroll Assistant

School/Department:

District Office

Work Location:

Dolores CO, 81323

Position Type:

Full-time

Compensation

- **Pay Range:** \$19.17 – \$24.63
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Benefits

- This position is eligible for district benefits, including health, dental, and vision insurance, retirement (PERA), paid leave, and other district benefits.
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Position Summary

The Payroll Specialist / Finance Assistant is responsible for the accurate and timely processing of all district payroll functions, including payroll calculations, employee compensation records, tax reporting, benefit administration, and regulatory reporting. This position also supports district financial operations through purchasing, accounts payable processing, activity fund management, and general accounting assistance. The Payroll Specialist / Finance Assistant works closely with district administrators, employees, vendors, and government agencies to ensure compliance with applicable policies, procedures, and regulations.

Essential Duties and Responsibilities

- Process and maintain all payroll activities for district employees, including timekeeping, payroll calculations, payroll disbursements, and payroll reporting.
- Review and verify employee timesheets and payroll records for accuracy and compliance with district policies.
- Prepare payroll worksheets and calculate employee earnings, deductions, and adjustments.
- Generate and distribute payroll reports as required.
- Maintain payroll records and ensure confidentiality of employee information.
- Calculate and submit payroll tax payments and reports, including federal, state, and retirement contributions.
- Prepare and submit required payroll reports to the Colorado Department of Labor and other regulatory agencies.
- Coordinate quarterly payroll reporting for Medicaid reimbursement programs.

Benefits Administration

- Administer employee benefit enrollments, changes, and terminations.
- Process and reconcile insurance premiums and benefit-related payments.
- Manage reporting and payment requirements for PERA, PERA 401(k), and other employee benefit programs.
- Serve as a resource to employees regarding payroll deductions and benefit enrollment procedures.

Financial and Accounting Support

- Manage activity fund transactions and process payments associated with district activities and events.
- Collaborate with the Athletic Director and activity sponsors to ensure accurate accounting and timely payment of activity-related expenses.
- Process approved purchase orders and coordinate with vendors regarding purchases and payments.
- Assist district administrative staff with purchasing procedures and procurement documentation.
- Support accounts payable and other accounting functions as assigned.
- Assist the Finance Director with financial reporting, reconciliations, and special projects.

Employee Support and Training

- Provide training and assistance to employees and substitutes on the district's payroll and financial software systems, including AptaFund.
- Respond to payroll, purchasing, and benefits-related inquiries from staff in a timely and professional manner.

General Responsibilities

- Maintain accurate financial and payroll records in accordance with district policies and applicable regulations.
- Exercise discretion and maintain confidentiality regarding sensitive employee and financial information.
- Perform other related duties and responsibilities as assigned by the Finance Director or Superintendent.

Minimum Qualifications

- **Education:** Associate degree in Accounting, Business Administration, Finance, or a related field preferred; or Specialized coursework and training beyond high school in accounting, payroll, bookkeeping, or related disciplines.
- **Experience:** One (1) to three (3) years of payroll, accounting, bookkeeping, or related financial experience required. Experience in a school district or governmental accounting environment is preferred.

Knowledge, Skills and Abilities

- Knowledge of payroll processing procedures, payroll taxes, and employee benefit administration.
- Understanding of accounting and bookkeeping principles.
- Proficiency in Microsoft Excel and other business software applications.
- Experience with financial management and payroll software systems.
- Strong mathematical aptitude and 10-key proficiency.
- Excellent organizational skills and attention to detail.
- Ability to maintain confidentiality and handle sensitive information.
- Effective written and verbal communication skills.
- Ability to manage multiple priorities and meet deadlines.
- Proficiency in operating standard office equipment.

Application Process

Internal candidates must apply via email to:
hr@dolores.k12.co.us

Required materials:
Letter of interest - Hard Copy or emailed

Application Deadline

Open Until Filled

Internal Posting Notice

This position is posted in accordance with the Colorado Equal Pay for Equal Work Act. All qualified internal candidates are encouraged to apply.

Posted Date: 6/22/2026

Contact: Calyn Allen, hr@dolores.k12.co.us