



## **Dolores School District – Job Posting**

**Position Title:**

Payroll Assistant

**School/Department:**

District Office

**Work Location:**

Dolores CO, 81323

**Position Type:**

Full-time

**FLSA Status:** Non-Exempt

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## **Compensation**

**Pay Range:** \$19.17– \$24.63 (based on experience and qualifications)

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## **Benefits**

- This position is eligible for district benefits, including medical, dental, and vision insurance; participation in the Colorado Public Employees' Retirement Association (PERA); paid time off; and other district-provided 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.

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## **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.
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### **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.
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### **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.
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## Work Schedule

Monday - Friday with Occasional Fridays off. 40 hr work week.

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## Application Process

All applicants should submit the following materials via email to:

**hr@dolores.k12.co.us**

### Required Materials:

- Resume, Cover letter, Classified application (can be found at <https://doloreschools.org/human-resources/>)
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## Application Deadline

Until Filled

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## Equal Opportunity Employer

Dolores School District is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, sexual orientation, or any other protected status under applicable federal, state, or local law.

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## Compliance Notice

This position is posted in accordance with the Colorado Equal Pay for Equal Work Act. The compensation range listed reflects the district's good faith estimate of what it expects to pay for this position at the time of posting.

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**Posted Date:** 6/22/2026

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