



CHAFFEE COUNTY GOVERNMENT Job Description

POSITION TITLE: Payroll Specialist – Staff Accountant
REPORTS TO: HR Director
CLASSIFICATION: Full-time
SCHEDULE: Monday – Thursday, 40 hours

DEPARTMENT: Finance
FLSA STATUS: Nonexempt
DATE: July 2026
LOCATION: Salida Admin Building

POSITION SUMMARY:

The Payroll Specialist/Staff Accountant performs full-cycle payroll processing and related payroll administration functions to ensure the accurate, timely, and compliant processing of payroll for County employees. This position processes payroll transactions, maintains employee payroll records, reconciles payroll and benefit-related accounts, prepares payroll tax filings and compliance reports, supports financial audits, and administers payroll-related deductions and vendor payments. The position requires strong attention to detail, analytical skills, and numerical aptitude to ensure the accuracy and integrity of payroll and financial records. Due to recurring payroll cycles and statutory reporting deadlines, this position requires the ability to manage time-sensitive assignments and may require work outside of normal business hours during critical payroll processing periods.

The Payroll Specialist/Staff Accountant maintains payroll, time and attendance, human resources, and ERP system data and settings necessary to support payroll processing, coordinates benefit enrollments and deductions with third-party vendors, and serves as a resource to employees and managers by responding to payroll-related questions and providing excellent customer service.

The Payroll Specialist/Staff Accountant performs work within established County policies, procedures, and applicable federal, state, and local laws and regulations while maintaining the confidentiality of sensitive employee, payroll, and financial information.

In the event of a local emergency due to an actual or threatened disaster, county employees may be required to provide services during the emergency and for a subsequent period of assessment and recovery.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duty statements are illustrative of the essential functions of the job and do not include other non-essential or marginal duties that may be required. The County reserves the right to modify, change or add duties or essential functions of this job at any time, with or without advance notice.

- Performs full-cycle biweekly payroll processing, including reviewing and processing timekeeping records, payroll calculations, voluntary and statutory deductions, garnishments, leave payments, tax withholdings, payroll balancing, and related accounting transactions in an accurate and timely manner.
- Meets established payroll processing and reporting deadlines; may require occasional overtime or schedule adjustments during critical payroll cycles and other time-sensitive periods.
- Maintains accurate payroll and employee compensation records and performs payroll processes in accordance with applicable federal, state, and local laws, regulations, County policies, and confidentiality requirements.
- Maintains and updates ERP, human resources, payroll, and timekeeping system data and configurations, including employee records, permissions, deduction codes, tax settings, retirement contributions, and benefit-related processing requirements to support accurate payroll processing.

- Provides customer service and functional support to employees, supervisors, vendors, and external agencies regarding payroll, deductions, benefits, timekeeping, and related inquiries.
- Administers payroll-related employee benefit functions, including benefit enrollments, annual open enrollment support, leave of absence pay, vendor coordination, and payroll deduction processing.
- Prepares payroll, benefits, and compliance reports, including ACA reporting, workers' compensation reporting, EEO reporting, vendor reporting, compliance surveys, salary publications, and audit-related requests.
- Processes payroll-related accounting transactions, including general ledger entries, tax deposits, vendor invoices, account reconciliations, and quarterly and year-end payroll tax filings and reports.
- Conducts payroll and benefits audits, researches and resolves discrepancies, and provides documentation and support for internal and external audit activities.
- Develops, updates, and maintains payroll procedures, process documentation, and employee resources; provides training and guidance to employees and supervisors regarding the payroll and HR self-service functions.
- Identifies opportunities for process improvements, increased efficiency, and enhanced accuracy in payroll and related administrative processes.
- Participates in the annual financial audit and provides requested payroll documentation, reports, and supporting information.
- Works closely with and provides backup support for HR and Finance functions as needed.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge:

- Payroll processing principles and practices, including payroll calculations, balancing, internal controls, payroll taxes, deductions, garnishments, reconciliations, benefits processing, and compliance reporting.
- Accounting principles and practices related to payroll processing, accounts payable transactions, benefit payments, general ledger activity, and reconciliations.
- Federal, state, and local payroll-related laws and regulations, including wage and hour requirements, taxation, benefits, records retention, and applicable public sector payroll requirements.
- HR, payroll, timekeeping and ERP systems and their use in processing payroll, maintaining employee data, processing deductions, generating reports, and supporting payroll-related transactions.

Skills:

- Preparing, reviewing, and analyzing payroll, benefits, financial, and compliance reports for accuracy and completeness.
- Payroll calculations involving decimals, percentages, deductions, accruals, taxes, and reconciliations.
- Maintaining accurate records, performing data entry, identifying discrepancies, and ensuring data accuracy within payroll and HR systems.
- Providing professional, timely, and customer-focused service while establishing and maintaining effective working relationships with employees, supervisors, vendors, and external agencies.
- Communicating effectively, both verbally and in writing, including preparing professional correspondence, reports, and documentation.
- Using computers, office equipment, and software applications, including payroll systems, HR systems, spreadsheet applications, reporting tools, Google Workspace, Microsoft 365, and enterprise resource planning (ERP) software.

Abilities:

- Interpret and apply payroll regulations and policies.
- Maintain confidentiality and exercise discretion, professionalism, and sound judgment when handling sensitive employee, payroll, and financial information.
- Apply established policies, procedures, regulations, and guidelines when performing payroll functions and resolving routine payroll related matters.
- Work independently with minimal supervision while managing multiple priorities, recurring deadlines, and time-sensitive payroll requirements.
- Recognize when issues require additional review or direction and appropriately escalate complex payroll, compliance, or system related matters.
- Research, analyze, and resolve payroll, benefits, and accounting discrepancies using critical thinking, attention to detail, and appropriate problem-solving techniques.
- Remain composed in difficult situations and effectively respond to employee concerns or questions in a professional manner.

MINIMUM EDUCATION AND EXPERIENCE:

- High school diploma or equivalent.
- Two (2) years of progressively responsible experience performing full-cycle payroll processing, including payroll calculations, tax reporting, benefits administration, deductions, reconciliations, and payroll record maintenance.
- Experience using payroll, timekeeping, attendance, accounting and human resources information systems to process transactions, maintain employee records, generate reports and support payroll related activities.

PREFERRED EDUCATION AND EXPERIENCE:

- Associate degree in accounting, finance, human resources, business administration, or a related field.
- Experience using payroll, human resources, accounting, and ERP systems, such as Tyler Technologies or similar public sector payroll software.
- Experience performing payroll processing and compliance reporting in a local government or public sector environment.

PHYSICAL REQUIREMENTS:

- Ability to sit and/or stand at a desk or workstation for extended periods while performing computer and administrative tasks.
- Frequent operation of a keyboard, computer, and other standard office equipment requiring repetitive hand and wrist motions.
- Frequent use of standard office equipment and handling of documents, files, and other records.
- Occasionally move throughout the workplace, including navigating between work areas, accessing files and equipment, and using stairs as needed.
- Occasional reaching, bending, stooping, crouching, kneeling, pushing, and pulling.
- Ability to lift and carry standard office materials, equipment, and files weighing up to 25 pounds.
- Ability to communicate effectively with others in person, by telephone, and through digital communication platforms.
- Frequent close vision (approximately 20 inches or less) and occasional distance vision required for reviewing documents, computer screens, and workplace activities.
- Ability to work occasional overtime, typically on weekdays and infrequently on weekends, as needed.

ENVIRONMENTAL CONDITIONS:

Most work is performed in an indoor, climate-controlled office environment. The employee may be exposed to typical office conditions, including noise, lighting, office equipment, interruptions, and extended periods of computer use. Occasional travel between County facilities may be required.

EQUAL OPPORTUNITY EMPLOYER

Chaffee County is an equal opportunity employer (EOE). Employment decisions are based on business needs, job requirements, and individual qualifications without regard to race, color, national origin, ancestry, creed, age, marital status, religion, the presence of a medical condition or disability, veteran status, political affiliation, sex, sexual orientation, pregnancy status, gender identity, gender expression, genetic information, or any other legally protected status.

Job Acknowledgement

I understand that the job description is intended to describe the essential duties and requirements of the work to be performed and that it is not an exhaustive list of all duties, skills, and responsibilities associated with the position. It does not constitute a written or implied contract of employment. If I have questions, I will seek clarification from my supervisor.

I have received, read, and understand the essential job duties, responsibilities, and expectations outlined in the job description for this position.

Employee Printed Name:

Date Signed:

Employee Signature:
