ASSISTANT PAYROLL SPECIALIST

Liberty Common School (LCS) is seeking a payroll specialist to join our team! Experience with ADP payroll is preferred. This is a position that will initially be scheduled for 20-25 hours per week. The starting pay range is $16.00-$18.00/per hour. LCS is a Poudre School District charter school dedicated to Core Knowledge principles, classical education, and college preparation. The school currently enrolls approximately 1,163 students in grades K–12. LCS is the state’s top-performing institution of primary and secondary education, and is located in Fort Collins, Colorado.

This position reports to the Director of Operations and Chief Operating Officer.

Regular Duties: Provides direct support to the Director of Operations and the Payroll Specialist in all matters regarding pay and compensation for the LCS community. Coordinates the annual employment agreement and compensation notices. Works with managers to keep the review process running timely; enters pay adjustments within payroll deadlines. Processes benefit enrollments from payroll system to benefit vendors. Audits benefit invoices monthly for accuracy. Ensures documentation is up-to-date, accurate and complete. Works with the Director of Operations or COO to document processes and protocols. Performs special projects and other duties as assigned. Responds to employee questions about payroll-related matters. Conducts regular audits of payroll data, system, and custom calculations; recommends any corrective action. Fulfills wage garnishment requirements by completing forms, updating payroll records, document, and process withholdings. Completes verification of employment requests. Monitors electronic time-keeping system and reviews information for completeness and accuracy. Remit payroll withholding to third-party providers.

Minimum Requirements:

- Should possess 2 or more years of experience in payroll.
- Experience processing payroll for 50 or more employees.
- Excellent verbal and written communication skills.
- Must demonstrate a high level of proficiency with Microsoft Word and Microsoft Excel, and familiarity with Google G-Suite products.
- Must be able to communicate professionally and maintain effective work relationships with teammates at every level of LCS and with external points of contact.
- Ability to prioritize with excellent organizational skills and attention to detail.
- A willingness and desire to learn new tools, systems, and skills intrinsic to LCS’s operations and payroll systems.
- Acts with integrity, professionalism, and confidentiality.
- Good knowledge of employment-related laws and regulations.
- Desire and willingness to learn about Liberty’s history and philosophy, and to uphold and promote the mission and values of the school.
- Demonstrated professionalism in a dynamic, customer-driven environment.
- Ability and willingness to be a key member of a hard-working, dynamic team.

Physical Requirements:

- The ability to move safely in confined spaces.
- The ability to walk, sit, or stand for long periods of time.
- The ability to lift 10-20 pounds when needed.

For more information about LCS, visit http://www.libertycommon.org. Application must include letter of application, resume, and three references with phone numbers. Job posting will remain open until the position is filled. To be considered for this position, all three items must be submitted.

Apply to Bev Hanawalt
Email: bhanawalt@libertycommon.org
Or post mail: Liberty Common High School, 2745 Minnesota Dr., Fort Collins, CO 80525 80525