## JOB ANNOUNCEMENT

**POSITION TITLE**  |  Accountant Payroll and Benefits  
**DEPARTMENT**  |  Finance  
**HOURS**  |  Regular Full-time  
  |  40 hours per week  
**STARTING SALARY**  |  $61,200 to $62,352 per year DOQ  
**SALARY GRADE**  |  Grade 10  
**FLSA CLASSIFICATION**  |  Exempt status  

**TO APPLY**  
Send resume and cover letter to one of the following:  
Search Coordinator  
Health District of Northern Larimer County  
120 Bristlecone Drive  
Fort Collins, CO 80524  
Fax: 970-221-7165 (Attn.: Search Coordinator)  
Email: [searchcoordinator@healthdistrict.org](mailto:searchcoordinator@healthdistrict.org)  

Position will remain open and applications accepted until filled.

COVID-19 vaccination is mandatory for all covered employees. A new hire must be vaccinated, or at least have obtained the first dose prior to the start date.

### QUALIFICATIONS

**Required**  
**Education or Formal Training**  
- Bachelor’s degree in accounting  

**Experience**  
- Three years of progressively responsible accounting experience with emphasis in payroll and benefits administration.

**Knowledge, Skills and Abilities**  
- Strong skills in accounting software, timekeeping software, professional business software applications (MS Word, Excel, Outlook, PowerPoint, etc.) 10-key calculator, telephone, photocopier, fax machine and other business/office equipment.
Health District of Northern Larimer County
Accountant Payroll and Benefits

- Extensive knowledge of payroll functions including preparation, balancing, internal control, and payroll taxes.
- Knowledge of government regulations and requirements.
- Familiarity with accounting information systems.
- Excellent computer skills including accounting packages and spreadsheets.
- Ability to work independently, and take initiative, and complete work in a timely manner.
- Excellent organizational skills and meticulous attention to detail.
- Strong analytical and problem solving skills.
- Ability to maintain professional, positive, productive relationships.
- Ability to communicate well verbally and in writing, and to keep accurate and complete records.

Preferred Qualifications
- Experience/skills in:
  - Accounts payable
  - Accounts receivable
  - Purchasing
  - Governmental accounting
  - Cost accounting
  - Financial statements/reports
  - Microsoft Dynamics GP Software
  - Greenshades Timekeeping Software

Physical Demands and Working Conditions
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
  - Must have close visual acuity to perform activities such as: preparing and analyzing data and figures, viewing a computer monitor, extensive reading.
  - Must be able to sit or stand for prolonged periods.
  - Must have eye-hand coordination and manual dexterity sufficient to operate a computer keyboard, telephone, photocopier and other office equipment.
  - Must have physical mobility, which includes movement from place to place on the job.
  - Must have the ability to communicate information and ideas in speaking so others will understand.

Infection Control Requirements
- COVID-19 vaccination is mandatory for all covered employees.

Other Requirements
- Requires Reliable Vehicle; Valid Driver’s License and Auto Insurance
REPORTS TO    Finance Director

POSITION OVERVIEW
Under the direction of the Finance Director, the Payroll and Benefits Accountant is responsible for implementing and maintaining payroll and benefits accounting policies and procedures that ensure the highest level of efficiency while maintaining appropriate internal controls and compliance with generally accepted accounting principles and government regulations.

ESSENTIAL FUNCTIONS AND DUTIES

Payroll
- Enters and maintains employee pay and time-off information in the electronic time keeping system and payroll accounting system.
- Transmits federal and state payroll tax reports and payments.
- Processes employer/employee benefits and contributions.
- Processes quarterly payroll reports – (Federal form 941, Unemployment Insurance).
- Completes year-end payroll procedures and annual reports.
- Prepares and posts general journal entries when necessary.
- Completes monthly reconciliations for all general ledger payroll accounts.
- Maintains updated and accurate benefits information for employee access on Health District intranet.
- Maintains updated personnel worksheets for each program. Provides salary and benefit expense reports and projections for program coordinators upon request.

Benefits
- Meets with all new employees for benefit enrollment – health, dental, life insurance, Section 125 cafeteria plan, 401(a) and 457(b) plans, direct deposit. Processes employee enrollment with benefit providers.
- Serves as primary contact for all Health District benefits (health, dental, life insurance, and long term disability benefits).
- Ensures payroll benefit and deduction amounts in the payroll module are correct and are updated as appropriate.
- Processes employee terminations – notifies benefit providers of change in status.
- Prepares individualized employee benefit packages and assists in coordination of the annual Benefits Fair.

Other Responsibilities
- Ensures accounting control policies and procedures are adhered to by monitoring transactions and applying proper procedures, working with others to ensure full compliance with these procedures.
- Assists the Finance Director in annual benefit renewal process.
- Prints weekly accounts payable checks utilizing the check-signing machine.
- Maintains accurate, organized, complete and up-to-date filing system for Health District financial, health care claims funding, payroll and benefit records.
- Other duties as assigned by the Finance Director.
The above job definition information has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Job duties and responsibilities are subject to change based on changing business needs and conditions.

General Benefits Description - The Health District provides paid time off, medical and dental insurance, life and disability insurance, 401(a) employer match, and a robust employee wellness and recognition program. Vision insurance and an additional pre-tax retirement plan is offered. A complete list of benefits can be found on the Health District website.

Equal Opportunity Employer - The Health District is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, ethnic or national origin, ancestry, age, sex, pregnancy, disability, genetic information, veteran status, gender, marital status, sexual orientation, gender identity or expression, religion (creed), political beliefs, or any other characteristic protected by federal, state or local laws.