



Submit resume and cover letter to:

Northern Water, 220 Water Ave.

Berthoud, CO 80513

Email Preferred: careers@northernwater.org

Posted: 05/30/2025

By: NG

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By:

Payroll Specialist

Division/Department: Finance and Administration/Financial Services

Reports to: Financial Services Department Manager

Location: Berthoud, CO

Type of Position: Full-time

Status: Non-exempt

Salary Range: \$32.57 - \$37.58

GENERAL STATEMENT

The Payroll Specialist supports bi-weekly payroll operations, ensuring accuracy and timeliness. Responsibilities include preparing payroll schedules, processing tax forms and payments, reconciling general ledger and checks, assisting employees with payroll inquiries, and verifying vendor invoices.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Support payroll tasks: organize time records, enter changes, corrections, and fund transfers.
- Ensure payroll accuracy and resolve discrepancies within deadlines.
- Follow established payroll procedures and Northern Water policies.
- Review payroll data for accuracy and recommend corrections.
- Collaborate with Payroll Administrator and HR on employee changes (e.g., hires, promotions, transfers, pay changes, terminations, payouts and deductions).
- Provide the Payroll Administrator with accurate calculations for payroll advances, manual checks, and process reversals.
- Maintain and update employee records in the HRIS system.
- Troubleshoot payroll system issues and coordinate with internal staff and vendors for resolution, including submitting and managing support cases through the ERP vendor's help portal.
- Maintain documentation and generate detailed payroll reports.
- Assist with formatting and coding payroll documents.
- Interpret and apply payroll-related policies.
- Respond promptly to payroll information requests.
- Support system upgrades and train staff on new tools.
- Assist with labor charge allocations and month/year-end close.
- Prepare journal entries and reconcile accounts.
- Conduct ad hoc analysis and research.

- Review transactions for compliance and accuracy.
- Support audit preparation and special reporting.
- Recommend ERP system improvements.
- Serve as backup to the Payroll Administrator.

OTHER DUTIES AND RESPONSIBILITIES

- Assist with quarterly and year-end payroll processing.
- Stay current on policy and regulatory changes; adjust practices accordingly.
- Support annual audit activities.
- Contribute to payroll-related projects and communications.
- Respond to employee payroll inquiries.
- Perform other duties as assigned.

EDUCATION AND EXPERIENCE REQUIREMENTS

Education

- Bachelor's degree in Finance or Accounting, or related field preferred.
- Fundamental Payroll Certification (FPC) preferred or required within 2 years.

Experience

- 3–5 years of professional payroll experience required.
- ERP payroll module experience preferred.
- Governmental accounting experience preferred.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge

- Intermediate understanding of payroll and governmental accounting principles.
- Proficiency in spreadsheets, databases, and word processing tools.
- Familiarity with strategic planning concepts.

Skills

- Strong mathematical and analytical skills.
- Proficiency in Microsoft 365 (Excel, Word, Outlook, Teams) and Adobe Pro.
- Effective time management and prioritization.

Abilities

- Communicate clearly in writing and speech.
- Collaborate effectively with coworkers.
- Apply new information to solve problems and make decisions.
- Uphold independence, objectivity, and professional integrity.
- Evaluate the potential impact of changes, updates, or errors by considering their short- and long-term effects on processes, decisions, and outcomes.

PHYSICAL REQUIREMENTS

- Occasional walking, bending, stooping, or stair climbing.
- Prolonged sitting and keyboard use.
- Must meet physical requirements of a post-offer exam.

Reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions of the job.

OTHER REQUIREMENTS

- Maintains a personal appearance appropriate for job position and image of Northern Water.

This job description in no way states or implies that these are the only duties to be performed by this employee.

Northern Water provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, marital status, sexual orientation, gender identity, national origin, disability, genetics, veteran status or other legally protected characteristics. Northern Water complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. Northern Water also prohibits any form of workplace harassment in accordance with these laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.