



More Than Just a Job, We Offer an Opportunity to Grow Spiritually

Job Location:	Pueblo, CO
Type:	Full Time
FLSA Status:	Non-Exempt
Salary Range:	\$42,728 - \$50,535
Reports To:	Chief Financial Officer (CFO)

The Diocese of Pueblo is seeking a Payroll/Accounting Specialist

About Us

The Diocese of Pueblo is an energetic place of employment filled with strong Catholic faith. We are building the body of Christ through each of our ministries. We empower our team to work spiritually and at their best. If you are a self-motivated individual and interested in growing spirituality and using your talent and experience, come join our team!

Benefits and Perks

We offer a salary range from \$42,728 - \$50,535 a year. A generous benefit package including Medical, Dental, Vision, Basic Life/AD&D, and 403(b). We value your work and life balance offering Vacation and Sick Leave, Paid Holidays, and an annual Christmas Holiday Closure. Daily Mass is celebrated in our beautiful chapel!

What you will be doing

The Payroll/Accounting Specialist is responsible for accounts payable, accounts receivable, payroll, process benefit elections, salary changes, garnishments, month-end closing processes and preparation of financial statements. This position also processes monthly billings for payment benefits plans and parish assessments.

This position also resolves employees' issues and concerns to the company's proper channels, and helps in the audit of the company and ensures compliance with state and federal regulations. This requires proficiency in payroll compliance and legislation and general accounting principles and procedures.

**Could this opportunity be right for you?
Continue reading for the full job description.**

Essential Duties:

Payroll

- Complete weekly internal payroll reports and upload files to 403(b) accounts.
- Process benefit elections, salary changes, garnishments.
- Reconcile payroll accounts, including FICA, Federal and State taxes, and FAMILI.
- Responsible for timely and accurate delivery of payroll, such as benefit elections, vacation, sick time accruals, reconciliations, and affiliated reports.
- Manages attendance records, provides timesheets to staff and supervisors for signature.

- Audit payroll accounts to identify and correct erroneous actions or timekeeping errors and reconstruct payment histories.
- Prepare W-2's, tax files and reporting for state and federal year-end taxes in compliance with applicable government regulations.
- Maintain payroll records such as W-4, I-9 in compliance with applicable government regulations.
- Responsible for accuracy of data presented to benefit plan providers regarding enrollment, premiums, and plan administration fees.
- Manages month end accruals and reconciliation of benefit accounts and payroll sub-ledger to the general ledger.
- Responsible for remittance of premiums as well as maintenance of online benefit portal.
- Responds to emails and phone calls in a timely fashion supporting internal and external customers.

Accounting Specialist

Supports billing and collections of monthly parish assessment by creating and distributing invoices and posting payments.

- Manages monthly reconciliation of parish assessment.
- Answers general questions about payments, invoices, and balances due.
- Create and track a system to track payments made, current and past due balances.

Education and Experience:

- Bachelor's degree in accounting, Finance, Business Management, Human Resources or equivalent work experience in accounting, bookkeeping, payroll, or employee benefits administration.
- 4 years of payroll, taxes, rules, and procedures.
- Two to five years of accounting experience.
- Proficient in Microsoft Office, Excel, and accounting software.
- Strong mathematical proficiency.

Knowledge Skills Abilities:

- Ability to work effectively in a team environment.
- Ability to multi-task in a fast-paced deadline driven environment.
- Ability to analyze, organize and prioritize complex projects adhering to deadlines.
- Ability to maintain strict confidentiality.
- Accuracy and attention to detail is critical.
- Ability to apply knowledge of payroll practices, benefit plan designs, federal and state regulations.
- Ability to apply knowledge of all pertinent federal and state regulations, filing and compliance requirements, affecting payroll and employee benefits programs.
- Portrays professionalism and exemplifies exceptional customer service skills.

Supervisory Responsibility:

- There are no supervisory responsibilities for this position.

Work Environment and Required Activities:

- This is a full-time position, Monday through Friday, 8:00 a.m. to 5:00 p.m.
- Moderate physical activity. While performing duties of this job, the employee is frequently required to sit, talk, and hear. The employee is required to stand or move about and reach with hands and arms. Requires handling of average-weight objects up to 50 pounds, including frequent lifting and carrying of books and documents. Vision abilities required include close vision, depth perception, color vision, and ability to adjust focus.

Other Requirements:

- Must be an active Roman Catholic in good standing and in full communion with the Church.
- Must pass a criminal background investigation.
- Must have good driving record, current Colorado Driver's License, and automobile insurance.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Employment in and by the Church is substantially different from secular employment. Church employees must conduct themselves in a manner consistent with and supportive of the mission of the Church. It is expected that all employees respect Roman Catholic doctrine and religious practices. In some cases, reasonable accommodations for the religious practices of employees who are not Roman Catholic may be provided however, some positions will require that the incumbent be an active Roman Catholic in good standing and in full communion with the Church.

**Thank you for your interest in career opportunities with
The Catholic Pastoral Center-Diocese of Pueblo!**

To apply for this position, please complete a Diocese of Pueblo application and send to:
Nancy Martinez, HR Department, 101 N. Greenwood, Pueblo, CO 81003, or email
nmartinez@dioceseofpueblo.org