



Colorado Legislative Council

This announcement is not governed by the selection processes of the classified personnel system.
Application will be considered from residents and non-residents of Colorado

Non-Classified

EMPLOYMENT OPPORTUNITY

Colorado General Assembly

Colorado Legislative Council

Job Title: Payroll and Accounting Accountant

Job Series: (Non-classified Position)

FLSA Status: Exempt; position is not eligible for overtime compensation.

Occup. Group: Professional Services

Salary: See Position Description

Release Date: 10/30/2015

Apply By: 11/15/2015

Work location: State Capitol Building, 200 east Colfax Ave. Denver, CO 80203

DEPARTMENT INFORMATION: This position is not accepting online applications. Please refer to the supplemental information of this announcement for application instructions.

Colorado Legislative Council Staff, the nonpartisan research and institutional support agency of the state legislature, seeks a Payroll and Accounting Accountant.

Additional Information about Legislative Council Staff can be found at <http://colorado.gov/lcs>

DESCRIPTION OF JOB:

The Payroll and Accounting Accountant position provides payroll, benefits, and accounting services to legislative department staff and legislators. The ideal candidate will have experience with the State of Colorado's payroll system (CPPS), benefits plans, and accounting system (CORE).

The job requires the ability to work in a nonpartisan manner in a partisan environment.

Job Details:

- Provide payroll and benefits services to legislative department staff and legislators.
- Provide accounts payable and other accounting functions using the State's accounting system, CORE.

High Performance Competencies:

- Detail oriented and advanced proficiency in record keeping.
- Superior customer service and interpersonal skills.
- Knowledge of State payroll processes and procedures, the State benefits package, and the State's accounting system, CORE.
- Ability to communicate effectively in writing and orally.
- Proficiency with software applications, including Excel.
- Proven problem solving and analytical capabilities.

MINIMUM QUALIFICATIONS, SUBSTITUTIONS, CONDITIONS OF EMPLOYMENT & APPEAL RIGHTS:

Education / Experience:

- Two years combined experience in personnel/payroll/benefits/accounting.
- Minimum two years of college which includes eighteen (18) semester credit hours of accounting or other business-related field; additional college education can substitute for the required experience on a year by year basis.
- CPPS / CORE experience preferred.

Salary is commensurate with experience and education.

Legislative Council Staff employees are not members of the state personnel system although employment includes coverage under the State of Colorado benefits package and Colorado PERA.

SUPPLEMENTAL INFORMATION:

To Apply for this Position:

State employee transfer applicants must disclose any corrective actions within the 2 last years and must currently be in good standing.

Because this position is with the legislative branch, there is no need to fill out the state application.

HOW TO APPLY: Online application will not be accepted. Please follow instructions on the job announcement for submitting an application. Please e-mail your application packet with "Payroll and Accounting Accountant" in the email subject line to: heather.lin@state.co.us. In order to be considered for the position your application packet must include a resume and cover letter, your salary requirements, and a list of three professional references. Only those applicants who provide a plausible dollar amount or range for their salary requirements will receive further consideration. Deadline for application is November 15. Legislative Council Staff is an Equal Opportunity Employer. Questions regarding this position can be directed to heather.lin@state.co.us. Additional information about Legislative Council Staff can be found at:

<http://www.colorado.gov/lcs>

DEPARTMENT CONTACT INFORMATION:

heather.lin@state.co.us

METHODS OF APPOINTMENT: This position is not part of the classified state personnel system.