

City of Greeley, CO

PAYROLL ADMINISTRATOR



ABOUT GREELEY, COLORADO

Established in 1870, Greeley became a Home Rule City in 1958 and operates as a Council-Manager form of government. The county seat of Weld County, Greeley lies 30 miles east of the front range of the majestic Rocky Mountains near the confluence of the Cache la Poudre and South Platte Rivers and 52 miles northeast of Denver.

Education, Commerce, and Community Excellence. Greeley thrives as the education, trade, transportation, cultural, and marketing center of Weld County. It's one of the top ten most prosperous and productive agricultural counties in the U.S. and leads the State of Colorado in oil and gas production. With an estimated population of 108,000, the City covers an area of 46.4 square miles at an elevation of 4,658 feet. Greeley enjoys a rich cross-section of cultures and ethnicities with approximately 40% of the community identifying as Latinx and many other immigrant families from across the globe, offering a variety of marketplace and cultural experiences. Greeley is home to both the University of Northern Colorado (UNC), the third-largest university in Colorado, and Aims Community College. In addition to investments in education, there is a deep commitment to achieving community excellence by fostering economic opportunities, expanding educational partnerships, enhancing quality of life, cultivating a sense of belonging, promoting talent and workforce development, enhancing transportation and mobility systems, and providing sustainable infrastructure to serve Greeley's future.

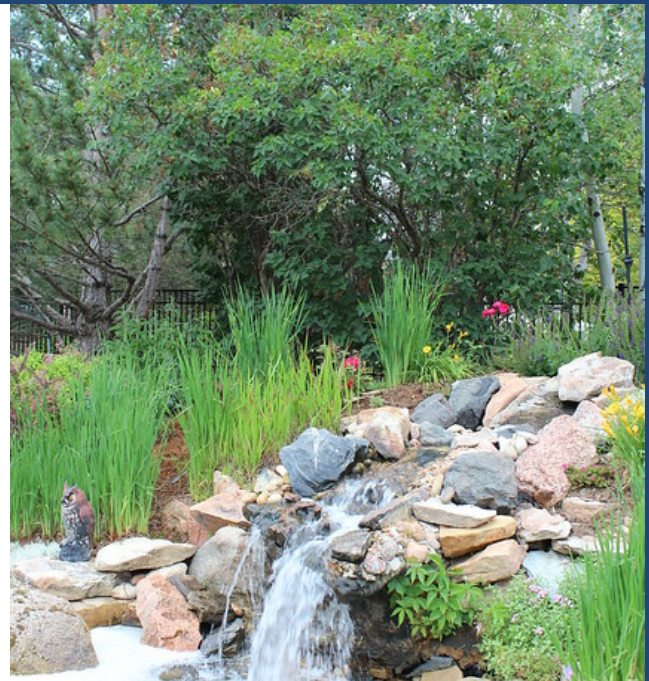
Greeley is home to a diverse mix of industries - from food processing, agricultural innovation, health care, and energy to breweries, entertainment, hospitality, and destination shopping. Greeley boasts an eclectic and diverse economy and community character that is vibrant, dynamic, and rich with creative industries and individuals. The city is home to a mix of generations and corporate citizens who provide inspired leadership, community support, and skilled-labor jobs that pay competitive salaries.





Arts and Culture. Greeley offers some of the most diverse arts, music, and cultural events in the region and is one of the State's Certified Creative Districts. Performances produced by UNC's nationally acclaimed College of Performing and Visual Arts, the Greeley Chorale and the Greeley Philharmonic Orchestra, one of the longest continually operating orchestras west of the Mississippi, are just a few examples of the superb cultural offerings of the community. The City's Cultural Affairs Division manages the 1700-seat Union Colony Civic Center, art shows, movies, performances, festivals, farmers' market and the City's Public Art program. Greeley is also home to favorite community events such as the Greeley Stampede, Arts Picnic, Friday Fest, Monster Day, the Multi-cultural Festival, OktoBREWfest, and so much more.

Parks, Recreation and Mountain Access. With a plethora of parks and facilities encompassing over 650 acres, the recreational amenities in Greeley are endless. The city's golf courses, recreation centers, swimming pools, fields and courts, skate parks, playgrounds, fishing ponds, picnic areas, and open space create a community rich with options for sports and outdoor fun. Residents get to experience even more time outdoors on biking and hiking trails along the Cache la Poudre River and throughout the community. As the 'front porch to the Front Range,' Greeley's connection to the outdoors extends to the plains and mountains with easy access to diverse outdoor experiences from the Pawnee National Grassland on the east to Rocky Mountain National Park to the west and everything in between all less than 50 miles away.



WHAT'S HAPPENING IN GREELEY?

In just the last three years, the City has constructed three new and replacement fire stations and constructed a state of the art combined City Council Chambers, Municipal Court, and office building to better serve its elected and appointed officials, staff, and the public. Respectively, these infrastructure investments enhance the city's commitment to public safety and increase the city's ability to serve residents through convenient, flexible space and integrated technology while also increasing transparency and accessibility through hybrid broadcasting systems. Ongoing investment in the redevelopment of Downtown Greeley with major investments in public art, road & pedestrian infrastructure, stormwater mitigation, redevelopment incentives, and place-making enhancements are attracting investment and innovation. A new, upscale hotel and conference center recently opened downtown attracting new visitors, business meetings, and special events and over 200 new market rate apartments have been developed in the Downtown/University corridor, further increasing the appeal of this area. New restaurants, hospitality, and retail outlets are choosing to locate in every corner of the city.

THE ORGANIZATION

Home Rule Municipality that is self-governed under the State of Colorado Constitution, Greeley operates under a Council-Manager form of government with seven elected officials on the Council, including the Mayor. Under this form of government, the City Council sets the policies for the operation of the Greeley government while the council-appointed City Manager has administrative responsibilities for city operations.

Following the 2020 retirement of a City Manager with 16 years of service in the position, the City Council recently appointed Raymond C. Lee III as City Manager. Mr. Lee brings his enthusiasm and vision to lead the city organization as it prepares and plans for significant population growth and development over the next ten years. The City has a total 2022 budget of \$486.3 million and a staff of approximately 1,101.75 full-time equivalent positions.



THE POSITION

The City of Greeley is seeking a dynamic Payroll Administrator to manage and elevate their payroll department operations team (i.e. 1-2 direct reports), while serving their 1,100+ employee base. This role will report directly to the Deputy Finance Director and will provide direction and bring expertise to the payroll function by driving operational excellence, continuous process improvement, and strategic alignment.

This individual will oversee the payroll function by ensuring that pay is processed on time, accurately, and is in compliance with government regulatory controls and practices, while also leading the administration of the accounting functions for the benefits programs and retirement plans.



ESSENTIAL DUTIES AND RESPONSIBILITIES

- Process, review, validate, and balance bi-weekly gross to net pay calculations, ensuring the timely and accurate distribution of pay and deductions;
- Implement, maintain, and review payroll-processing systems to ensure timely and accurate processing of payroll transactions, including but not limited to, salaries, benefits, garnishments, taxes, and other deductions;
- Ensure accurate and timely processing of payroll updates, including reviewing information on new hires, terminations, and pay rates changes;
- Ensure accurate and timely reporting of all payroll taxes and funding;
- Ensure compliance and adherence of federal, state, and local laws, including following best practice methodology
- Facilitate audits by providing records and documentation to external auditors. Prepare salary and benefits information for annual audit and tax return preparations;
- Prepare and maintain accurate records and reports of payroll transactions;
- Identify and recommend updates to payroll processing software, systems, and procedures;
- Ensure accurate employee payroll insurance deductions based on enrollments;
- Oversee payroll reconciliations to General Ledger and other financial accounts;
- Review, reconcile and distribute W-2s and payroll tax reporting filings per IRS regulations.
- Interact with insurance companies and brokers, and other external agencies with regard to accuracy of transmission and monitoring of payroll benefit files as part of the bi-weekly payroll process;
- Complete salary, benefits, and other related surveys and census reports;
- Review and analyze changes to federal and state laws pertaining to payroll processing and reporting;

EXPERIENCE AND EDUCATION

Qualified candidates will have a Bachelor's degree from an accredited college or university with major coursework in Accounting, Business Administration, Human Resources, and/or related field. A minimum of seven+ (7) years of progressive payroll and/or benefits administration experience, and at least two (2) years supervisory experience is required. Qualified candidates should have extensive knowledge with internal controls and preparing, balancing, and processing payroll taxes, in addition to hands-on experience with HRIS systems; with a strong preference for candidates with Oracle Cloud payroll module experience; thorough knowledge of Gross to Net Payroll and General Accounting Principles and working knowledge of Wage and Hour and Taxation requirements.

SALARY

The City of Greeley is offering a competitive salary range between \$83,545.62 - \$121,141.14 and a comprehensive benefits package. Relocation assistance may also be available for the successful out-of-area candidate

HOW TO APPLY

Interested applicants should forward
a cover letter and resume to:

resumes@affionpublic.com

Reference: GREELEYPA

Affion Public
PO Box 794
Hershey, PA 17033
888.321.4922
www.affionpublic.com



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