



Eagle River Fire Protection District Job Description

Position Title: Payroll and Human Resources Specialist

Division: Support Services

Reports to: Human Resources Director

FLSA Status: Non-Exempt

Date: June 15, 2026

General Statement of Duties

The Payroll and Human Resource Specialist performs a variety of payroll and human resources duties for the Human Resources department. Processes payroll on a bi-weekly basis for both firefighter and administrative staff including different rates of pay and FLSA earnings, prepares benefit payments and reports, completes payroll tax returns and reports, payroll reconciliations, completes annual W2 process. Also, administers pay changes and effected benefits in the payroll software and with the benefit providers. Human Resources tasks include supporting recruitment and hiring, onboarding/offboarding, maintain employment files, process employee benefit enrollments and changes, and leave management. This position must stay abreast of all state and federal laws by which the District must abide. The Payroll and Human Resource Specialist provides confidential, detailed, and technical support for District business. This position also serves as Deputy Designated Election Official for District elections. May be required to serve as Recording Secretary for District board meetings in the absence of the Recording Secretary, and other tasks that may be needed to support the Human Resources division.

Work Environment

A substantial portion of this position will involve sedentary, administrative work in an office environment. Moderate physical activity is required. Requires standing, walking, stooping/bending, lifting, climbing stairs, squatting, pushing, pulling, reaching, and performing repetitive motion. Must be able to communicate effectively. Must be able to lift and/or move up to 10 pounds, and at times, objects weighing upwards of 50 pounds. May require driving a District vehicle.

Essential Job Functions

- Process the complete payroll function to include salary changes, new hires, terminations, status changes, compensation adjustments and deductions.
- Process payroll according to the Fair Labor Standards Act, including for firefighters who work and are paid under special FLSA regulations.
- Assist employees with questions and changes regarding timesheets, deductions, exemptions and leave accruals.
- Process all payroll related expenses (i.e. federal and state taxes, unemployment, health benefits, retirement benefits).

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- Verify account codes and project accounts are correct within the payroll process.
- Troubleshoot and correct payroll errors and discrepancies.
- Ensure appropriate security and confidentiality of employee information and records.
- Data entry into multiple computer programs.
- Document payroll procedures and maintain payroll records.
- Participate in development, implementation and evaluation of new procedures and systems for payroll, as well as maintain integrity of current payroll process.
- Assist with annual audit preparation relating to payroll and benefits.
- Assist with recruitment for employment opportunities by distributing job announcements.
- Assist with the contingent job offer process by communication with the candidates.
- Assist with coordinating pre-employment screenings on new hire candidates.
- Assist with onboarding of new employees.
- Review new hire employee paperwork for accuracy.
- Complete new hire benefit enrollment and federal and state reporting.
- Assist in managing the administration of offered benefits including health, retirement, leave of absences.
- Assist with the management of workers compensation, submit and track appropriate documentation, communicate with supervisor and injured workers to provide status updates and set expectations.
- Assist with managing leaves and/or accommodations under the Family and Medical Leave Act (FMLA), ADA, Short- and Long-Term Disability, and other leave policies, and maintains accurate records according to the leaves.
- Must be especially detail oriented.
- Must maintain confidentiality of District business as required, and employee records.
- Serve as the Deputy Designated Election Official for District elections as needed.
- Serve as recording secretary for the Board of Directors meetings in the absence of the recording secretary.
- Other duties as assigned.

Minimum Requirements

- A bachelor's degree or high school diploma/GED and 3 years of professional experience in payroll and human resources preferably in a special district or government position desirable.
- Solid understanding of human resources principles and practices.
- Solid understanding of payroll principles and practices.
- Knowledge and experience with Microsoft Office Suite, Outlook, Adobe Acrobat.
- Experience with Tyler Technologies accounting software, or similar financial software systems.
- PHR, SHRM-CP certifications desirable.
- Must possess and maintain a valid State of Colorado driver's license.
- Must have the ability to become a registered voter in Colorado.

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Required Knowledge, Skills & Abilities:

- Working knowledge of applicable laws, ordinances and regulations, and departmental policies and procedures.
- Ability to maintain confidentiality.
- Ability to adequately follow procedures and maintain clerical and payroll records.
- Ability to follow up on pending issues and meet deadlines.
- Strong organizational skills, considerable attention to detail, and time-management skills.
- Proficient in desktop software applications including Microsoft Office Suite, databases, spreadsheets, 10-key by touch.
- Strong communication skills, verbal and written.
- Working knowledge of business English, spelling, and arithmetic.
- Ability to establish and maintain effective working relationships with employees, District officials, vendors, and the public.
- Ability to multi-task and change between functions accurately, despite constant interruptions.
- Ability to learn special district, state, and federal election laws and election procedures.
- Ability to work evenings mainly during election season.
- Ability to operate District vehicles safely.
- Ability to lift and/or move up to 50 pounds.
- Customer service oriented.

I understand the description of the job and the essential functions as given above. I also understand that all of the duties are not described and that I will perform all duties as directed by my supervisor and management.

This job description supersedes any previous description of the duties and functions of Payroll and Human Resources Specialist or any other previous title for this position. Signing this job description in no way guarantees my continued employment in this position. I understand that I am an at-will employee and that I may end this employment at any time, Eagle River Fire Protection District has the same right.

Signature

Date

Print Name