



## VACANCY ANNOUNCEMENT

**Position Title: Coordinator of Payroll and Human Resources**

**Position #: 100210**

**Position Status: Full-Time**

**Reports To: Director of Human Resources**

The Coordinator of Payroll and Human Resources (HR) will be responsible for processing monthly and biweekly payrolls accurately, efficiently, and timely. The Coordinator of Payroll and HR will also be responsible for all timesheet and leave processing in the HR office.

### **DUTIES AND RESPONSIBILITIES:**

1. Manage, monitor, review, and finalize biweekly and monthly timesheets. Communicates with employees and supervisors regarding timesheet questions and issues
2. Ensuring the Human Resources office adheres to biweekly and monthly payroll deadlines
3. Update the reconciliation documents and run payroll reports before, during and after payroll to ensure accuracy
4. Review all payroll and new hire entry to ensure accuracy and compliance
5. Provide support, both general and customer service based, for HR and Payroll as needed including assisting employees on completing forms, timesheets, etc., answer questions pertaining to HR and Payroll forms
6. Responsible for monitoring and processing compliance for Commercial Driver License Holders in alliance with Federal Department of Transportation regulations i.e. clearing house, random drug screening, and pre-employment drug screening
7. Coordinate and schedule internal committee selection and interviews and communicates process as needed
8. Schedule selection interviews with candidates and communicates with the Human Resources Director for the distribution process
9. Advise and determine additional selection criteria processes
10. Enter background checks to be processed for potential employees
11. Make and update new employee packets both full-time and part-time. Ensure compliance with required policies and forms
12. Complete new hire orientation for part-time employees including work study and student hourly employees
13. Responsible for all scanning, indexing and filing for the HR/Payroll documents as required by the system office. Completes bi-annual audits of the filing system
14. Assist the Human Resources Assistant Director in preparing various documents for fiscal year changes
15. Others duties as assigned.

*See Human Resources for a complete job description.*

### **MINIMUM QUALIFICATIONS:**

- Bachelor's degree or an equivalent combination of education and/or experience may substitute year-for-year for the degree

- Strong computer skills, proficient in keying data
- Ability to work cooperatively and effectively with diverse student populations with special emphasis on first-generation, low-income, and students of color

**PREFERRED QUALIFICATIONS:**

- Bachelor's Degree
- Banner experience
- Customer service experience
- Strong attention to detail
- Proficiency in Microsoft Excel and Word
- Clerical experience

**SALARY:**

\$36,395 - \$38,000 with excellent benefit package including PERA retirement, health, vision, dental and life insurance. Paid annual and sick leave.  
12-month academic year position

**APPLICATION INSTRUCTIONS**

**For consideration, an applicant file must contain:**

1. Cover letter that addresses the minimum and preferred qualifications
2. Resume
3. Copies of transcripts (A.A., B.A., and M.A.)
4. Names, addresses, and phone numbers of 3 professional references

**APPLICATION DEADLINE**

Open Until Filled – 1<sup>st</sup> review of applications will be May 27, 2022

**POSITION START DATE:**

ASAP

**Submit Application Packet To:**

Otero College  
Attn: Kelsey Barbee  
Director of Human Resources  
1802 Colorado Ave  
La Junta, CO 81050

FAX: (719) 384-6947

**Or Email To:** [kelsey.barbee@otero.edu](mailto:kelsey.barbee@otero.edu)

**Inquiries May Be Directed To:**

Kelsey Barbee  
(719) 384-6824

*Applicants must submit to and pass a background check before an offer of employment can be extended.*

Otero College prohibits all forms of discrimination and harassment including those that violate federal and state law or the State Board for Community Colleges and Occupational Education Board Policies 3-120 and 4-120. The College does not discriminate on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, genetic information, gender identity, or sexual orientation in its employment practices or

educational programs and activities. Otero College will take appropriate steps to ensure that the lack of English language skills will not be a barrier to admission and participation in vocational education programs.

The College has designated Kelsey Barbee, Director of Human Resources, as its AFFIRMATIVE ACTION (AA), OFFICER, EQUAL OPPORTUNITY (EO), AND TITLE IX COORDINATOR with the responsibility to coordinate its civil rights compliance activities and grievance procedures. If you have any questions, please contact Kelsey Barbee, Director of Human Resources at 719-384-6824, [kelsey.barbee@otero.edu](mailto:kelsey.barbee@otero.edu), or 1802 Colorado Ave. McDivitt Hall RM# 140, La Junta, CO 81050.

You may also contact the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Boulevard, Suite 310, Denver, CO 80204, telephone (303) 844-3417.

*The Federal Clery Act (The Student Right to Know and Campus Security Act of 1990) requires all institutions of higher learning to make available to prospective employees the agency's Annual Security Report/Campus Crime Statistics. A paper copy of this report can be obtained at the Student Services Center upon request or at: <http://www.ojc.edu/content/marketing/catalog.pdf>. This report includes statistics for the previous three years concerning crimes that occurred on campus or on property controlled or owned by Otero College, as well as public property within, or immediately adjacent to and accessible from, our campus.*

*Former employees of the Colorado Community College System or one of its 13 colleges, who were disciplinarily terminated or resigned in lieu of termination, must disclose this information in your application packet*

**Qualified protected class individuals are encouraged to apply**

Otero College must comply with the Immigration Reform and Control Act of 1986. If hired you will be required to provide documents to show your identity and authorization to work. In addition, Colorado fiscal rules require direct deposit for all new employees.

## **ABOUT OTERO COLLEGE:**

Founded in 1941, Otero College is an accredited Hispanic Serving Institution and is a state two-year community college with approximately 1500 students (1250 FTE) made up of traditional, non-traditional and international students. The college is governed by the State Board for Community Colleges and Occupational Education. Otero is located on an attractive 40-acre campus on the southern edge of La Junta, Colorado. The college is a full-service campus with dormitory housing, food service, men's and women's varsity intercollegiate athletics, and state-of-the-art educational technology. The city of La Junta has a population of approximately 8,000 and is located on Highway 50, sixty miles east of Pueblo. The college serves the residents of Otero, Bent, and Crowley counties. This rural geographic area in southeast Colorado is primarily agriculture based and has a population of approximately 33,000 people. Students at Otero can earn degrees in Associate of Arts, Associate of Science, Associate of Applied Science, Associate of General Studies or an Associate Degree in Nursing. Students who wish to pursue vocational occupations will find over a dozen one- and two-year certificate programs available. Career and Technical Education certificate programs at Otero include:

- Advanced Ag/Business Management
- ABM Financial Analysis
- Ag/Business Marketing and Risk Management
- ABM Records and Business Planning
- Rural Business Entrepreneurship
- Cosmetology
- Hair Stylist
- Nail Technician
- Esthetician
- Crop Production
- Intro to Horticulture
- Horticulture
- Emergency Medical Technician
- EMT Intermediate
- Community Health Worker
- Law Enforcement Training Academy
- Livestock Production
- Agriculture Production Management
- Artificial Insemination
- Nurse Aide
- Practical Nursing
- Phlebotomy
- Oxyacetylene
- Welding Fundamentals I
- Welding Fundamentals II
- Welding Production

Advanced Welding Pipe  
Advanced Welding Railroad

To learn more about Otero College, visit the college's website at [www.otero.edu](http://www.otero.edu).

**OTERO MISSION STATEMENT:**

To provide quality higher education that is accessible, transforms lives, expands employment opportunities, enriches our communities, promotes individual and global cultural diversity, and fosters economic development.