



JOB TITLE: Payroll Specialist
FLSA: NON-EXEMPT
REVISION DATE: August 2026
DIVISION: Administration
REPORTS TO: Senior Accountant
COMPENSATION: \$26 - \$31 D.O.E. (We do not pay below any local minimum wage)
DEADLINE: September 4, 2026

CGRS was founded in 1987 in Fort Collins, Colorado. CGRS personnel have experience in over forty states, and we are currently working on a multitude of projects for private companies and governmental agencies. CGRS is a team-oriented company with a culture best summarized by our mission statement: “We deliver quality solutions with integrity and expertise every time.”

At CGRS, we are committed to serving the ever-changing needs of our customers. We believe that our greatest asset is our employees, and we enable our employees to provide our clients with a valuable customer experience. CGRS offers health, dental and vision insurance, competitive wages, 401(k), paid vacation, sick time, and strongly believes in work/life balance.

POSITION SUMMARY:

The Payroll Specialist ensures accurate, timely, and compliant payroll processing for all employees, including deductions, tax filings, and recordkeeping. This role supports reporting needs, resolves employee payroll questions, and partners with Human Resources (HR) and Finance to maintain smooth payroll operations while safeguarding sensitive data.

PRINCIPAL ACCOUNTABILITIES:

- Process end-to-end payroll accurately and on schedule for all employee types
- Calculate and administer earnings, statutory deductions, and voluntary deductions
- Ensure compliance with federal, state, and local wage/tax laws
- Maintain accurate, confidential payroll records and reconcile accounts to resolve discrepancies
- Generate payroll and labor cost reports for management, finance, and HR
- Familiarity with prevailing wage requirements, including certified payroll reporting and compliance with applicable labor standards
- Maintain and troubleshoot payroll systems, and identify process improvement opportunities
- Serve as primary contact for employee payroll inquiries and educate staff on self-service tools
- Collaborate with HR and Finance on onboarding, benefits, leave tracking, and general ledger entries
- Support internal/external audits with proper documentation and adherence to internal controls
- Safeguard sensitive payroll and employee data in compliance with data privacy standards



- Assists with or is willing to learn Accounts Receivable and Accounts Payable as necessary
- Provides backup for answering CGRS phone calls
- Work closely with all employees in a team environment
- Other duties as assigned

JOB REQUIREMENTS:

Any combination of education and experience that would provide the required skill and knowledge for successful performance would be qualifying. Typical qualifications would be equivalent to:

EDUCATION: Associates degree in accounting or equivalent combination of training and experience.

EXPERIENCE: Three years of experience in general accounting or related position required.

SKILLS: Must be very organized and willing to work in a team environment. Be able to follow instructions and work independently. Be professional and have good people skills when working with co-workers, clients and other officials. Must have professional telephone skills. Attention to detail required. Must be willing to manage an ever-changing workload; patience and flexibility are important. Knowledge of accounting principles and practices required. Proficiency in relevant accounting software.

JOB PROGRESSION:

Payroll Specialist I - Performs routine payroll processing tasks under direct supervision, including data entry, timesheet review, and basic deduction processing. Building foundational knowledge of payroll systems, compliance requirements, and company procedures.

Compensation: \$21.00 – \$26.00

Payroll Specialist II - Independently processes end-to-end payroll for assigned employee groups, handles more complex deductions, and resolves standard employee inquiries. Applies working knowledge of federal, state, and local payroll regulations with minimal oversight.

Compensation: \$26.00 - \$31.00

Payroll Specialist III - Manages complex or multi-state payroll processes, ensures compliance with evolving regulations, and may supervise junior staff. Serves as a subject matter expert, leads process improvements, and partners with HR/Finance on audits, system implementations, and reporting.

Compensation: \$31.00 - \$39.00

SUPERVISORY RESPONSIBILITIES: None.

EQUIPMENT USED: Must be able to operate computers demonstrating high proficiency in MS Windows, MS Outlook, Word, and Excel, PowerPoint & Adobe at a basic level. Must be proficient



in using office machines including fax machine, copier, scanner, and telephone. QuickBooks experience a plus.

TYPICAL PHYSICAL DEMANDS: Must have a valid Colorado Driver's license and required Colorado automobile insurance. Position requires regular vision and normal range of hearing. Employee must be able to lift 10 lbs. Must have manual dexterity sufficient to operate a computer keyboard and calculator. Position involves sitting 75% of the time.

TYPICAL MENTAL DEMANDS: Must be able to speak professionally and in a polite manner. Requires ability to adapt to change quickly with ever changing requests.

WORKING CONDITIONS: Work in a small office setting. Must be willing to carry out company goals and policies.

We are an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law..