



PAYROLL CLERK

Library 21c

40 hours per week, non-exempt

Open to all qualified current staff and external applicants

Date Posted: August 29, 2025

Location: 1175 Chapel Hills Dr., Colorado Springs, CO 80920

Starting Wage: \$20.57 per hour - \$25.92 per hour + full benefits
(for benefits information, please see ppld.org/careers/benefits)

Position Hours: 40 hours per week per the following schedule:

Monday – Friday: 8 a.m. – 5 p.m.

Note: Regular schedule may be subject to minor changes due to required meetings, training events, etc. Also, management may require modifications to a position's schedule, days, times and locations at any time as the needs of the Library District change.

Application Procedure:

1. Complete a PPLD online application located at <https://ppld.org/careers> at the Application Tab. If It is an internal only job posting, please log In to ESS to fill the application.
2. Attachments should be submitted online in the following file types: .doc, .docx, .xls, .xlsx, .pdf, .htm
3. **Requires resume and cover letter. Applications will not be considered without a resume and cover letter.**
4. If you require an accommodation to complete your job application, please contact the Human Resources Office at (719) 531 - 6333, ext. 6380 or send an email to sgollapalli@ppld.org

Closing Date: This position is open until filled with preference given to applications submitted by September 15, 2025, at 9:59 p.m. MDT.

EOE: As an Equal Opportunity Employer, Pikes Peak Library District does not discriminate on the basis of race, color, religion, sex, age, national origin, disability, pregnancy, sexual orientation including gender expression, military status, or any other status protected by law or regulation. It is our intention that all qualified applicants are given equal opportunity and that selection decisions be based on job-related factors. The library reserves the right to hire more than one person per advertised vacancy.

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Position Summary

Operates in a diverse environment to help fulfill the Library's mission by processing payroll accurately and on time, maintaining records, and supporting compliance with all applicable payroll laws and policies.

Essential Functions

Functions listed are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

- Works with Payroll Supervisor to process payroll for all employees, including calculating wages, deductions, and benefits.
- Verifies timekeeping records and resolve discrepancies with employees and supervisors.
- Maintains accurate payroll records and employee data in the payroll system.
- Prepares and distributes payroll reports for management and accounting.
- Assists in the preparation and distribution of year-end tax forms, such as W-2s.
- Responds to employee questions regarding pay, deductions, and leave balances.
- Ensures compliance with federal, state, and local payroll, wage, and hour laws.
- Coordinates with HR regarding new hires, terminations, and employee changes.
- Maintains confidentiality of sensitive payroll and employee information.
- Performs other duties as assigned.

Additional Duties and Responsibilities

Duties are considered non-essential and include the following:

- Maintains open communication with all departments.
- Keeps informed about Library and department information.
- Serves on District-wide teams.
- Participates in special projects as assigned.
- Attends regular department meetings and scheduled All-staff meetings.
- Performs other job-related duties as assigned.

Required Knowledge, Skills, and Abilities

The employee is expected to perform or possess the following:

- Knowledge of the Pikes Peak Library District's policies and procedures and ability to follow them.
- Ability to act as an ambassador of Pikes Peak Library District by promoting its mission and vision.
- Demonstrates intermediate-level knowledge of bookkeeping, accounting principles, processes, and applications.
- Demonstrates knowledge of payroll principles, relevant laws, and regulations.
- Stays up to date on federal and state payroll regulations, taxes, and benefits administration.
- Demonstrates effective verbal and written communication skills.
- Demonstrates strong attention to detail and accuracy.

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- Demonstrates ability to use fully automated financial system applications (software), payroll software, Microsoft 365 applications, SharePoint, Word, Excel, and standard office equipment.
- Demonstrates ability to work effectively as a team member, organize daily work and meet deadlines in a fast-paced, detail-rich environment.
- Ability to get along with co-workers and supervisors. Builds and maintains effective relationships with coworkers, with staff at all levels, and all departments.
- Has regular on-time attendance.
- Exercise professionalism and good judgement in interpersonal interactions.

Education and Experience:

- Requires a high school diploma or equivalent; associate degree in accounting or related field is preferred.
- Requires a minimum of two years of experience in payroll or general accounting.
- Certified Payroll Professional (CPP) or Fundamental Payroll Certification (FPC) is preferred.
- Experience with Tyler ERP and/or government practices is preferred.

Physical and Environmental Conditions:

Work is primarily conducted in an office setting that provides comfortable lighting, temperature, and air conditions. Position requires the ability to sit and use a computer or standard office equipment for extended periods. Position requires the ability to stand for extended periods of time. Position requires the ability to occasionally reach, bend, climb, twist and squat. Position requires the ability to lift and move equipment weighing up to 30 pounds.

Work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices or meeting rooms, e.g., use of safe workplace practices with office equipment, and/or avoidance of trips and falls and observance of fire regulations.

This position is eligible for telecommuting with supervisor approval and based on employee performance. Employees will be required to attend in-person meetings, trainings, or events at the Library as directed by their supervisor or as necessary for the performance of their job duties.

Regular schedule may be subject to minor changes due to required meetings, training events, etc. Management may require changes to a position's schedule, days, times, and locations at any time as the needs of the Library District change.

The above position description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

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Conditions of Employment:

All selected candidates...

- are required to complete a Department of Homeland Security I-9 Form at the time of hire and must be able to provide acceptable documentation in order to verify his/her legal right to be employed in the U.S. (pursuant to the Immigration Reform and Control Act of 1986). Pikes Peak Library District participates in E-Verify.
 - are subject to a full reference and background investigation including verification of identification (including verification of Social Security number using USCIS E-Verify), education, former employment, and criminal history.
 - may be uniformly tested for job-related skills and required physical abilities.
 - may be required to undergo a physical examination after a job offer is extended in order to ensure that the job's physical requirements are met.
 - must understand and comply with PPLD's drug-free workplace policy.
 - understand and agree that they have been hired at the will of the employer and that employment may be terminated at any time, with or without reason, and with or without notice, in accordance with Colorado law.
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