

**OFFICE OF ATTORNEY REGULATION COUNSEL  
JOB DESCRIPTION**

**Job Title:** Accountant II and Payroll Analyst

**Status:** At-will employee

Exempt

Full-Time

This position is not covered by the Colorado Judicial Department Personnel Rules.

**Salary Range: \$4,370-\$5,889 per month**

**General Statement of Duties**

This position serves as the accountant for administrative expenditures and accounts payable processes for the Office of Attorney Regulation Counsel, (including Office of Attorney Admissions, Board of Continuing Legal Education and Office of Attorney Registration) (“OARC”), Office of the Presiding Disciplinary Judge (“PDJ”), Colorado Commission on Judicial Discipline (“CJD”), the Colorado Attorney Mentoring Program (“CAMP”), and the Colorado Lawyer Assistance Program (“COLAP”), collectively (“Colorado Supreme Court Regulatory Offices”). This position provides technical accounting and payroll work for the Colorado Supreme Court Regulatory Offices.

**Essential Functions of the Position**

As the payroll officer the primary responsibilities are to accurately and timely process the department’s payroll cycles which includes the input of data into the State’s payroll system, updating and correcting payroll batches. This position works frequently in the payroll system CPPS to complete pay, reconcile and audit payroll records and batches.

- Analyze, audit, classify, arrange, calculate and post wages by computing hours for monthly payroll batches.
- Review individual payroll records for accuracy, completeness and compliance with relevant rules, regulations and guidelines.
- Process CHOP requests as needed by working with DPA’s Central Payroll.
- Calculate pay adjustments due to short-term disability, family/medical leave, leave without pay, transfers, resignations, new hires, promotions and demotions, retroactive pay adjustments and a variety of authorized payroll deductions.
- Ensure proper payment of employees by coding, balancing, batching and inputting all regular, overtime and other pay adjustments into CPPS.
- Counsel employees that are terminating or retiring from state service on payroll procedures.
- Enters all Medicare, W-4, direct deposit, PERA information and other changes into CPPS.
- Research and resolve payroll related questions from employees and management.
- Complete requests for wage information from PERA, State and local child support agencies, and other insurance companies and financial institutions.
- Research, balance, code and input CORE transaction documents to record receipt of payments, overpayments and pre-payments on ITI (internal transaction) documents for Central Payroll approval.

- Review and audit payroll batch entries for accuracy and completeness prior to completing payroll processing.
- Ensure CPPS transaction information and requested payroll actions are in compliance with payroll policies and other applicable guidelines.
- Audit Change Register Reports, New Hire Report and Terminated Report compare end date to Personnel Action Form and work with HR as questions or issues arise.

This position is also responsible for accounts payable and receivable activity for the department's funds. This includes but is not limited to processing invoices, employee expense reimbursements, journal vouchers, and interagency transfers.

- Credit card administrator - processes new card requests, provides training, cancels cards upon termination.
- Responsible for processing credit card charges and ensure charges are appropriate.
- Completes the daily deposit, updates deposit logs and revenue reporting.
- Processes payments, maintains payment data, and ensures that the payment and data system produces accurate and timely payments.
- Researches and resolves questions and disputes regarding payment or other issues.
- Balances all deposit transactions by department and type and send to Controller for review.
- Prepares bank reconciliation statements for multiple accounts.
- Assists other Attorney Regulation personnel in processing and attempting to collect on overdraft notices received from the bank.
- Maintains records of all transactions, receipts, and disbursements.

### **Knowledge, Skills, and Ability**

Acquire and maintain basic awareness of appropriate state laws and Court rules associated with all aspects of the Colorado Supreme Court Regulatory Offices' processes and core office functions.

Maintains a working rapport with Regulation staff and Judicial and state accounting personnel.

Knowledge of standard computer applications and programs necessary to complete the functions of the job, including Microsoft Word, Microsoft Excel, Microsoft Outlook, CORE, CPPS, Document Direct, OnBase, HRDW, Info Advantage Reporting, Kronos, and JustWare.

Foster a working rapport with support staff, professional staff, and members of the public.

Maintain confidentiality in the handling of sensitive information and documents.

Perform assignments accurately and work independently.

Ability to interact with the public in a professional, patient and courteous manner, and to appropriately interact with complainants and attorneys in distress.

### **Supervisory Responsibilities**

There are no formal supervisory responsibilities.

### **Physical Demands**

While performing the duties of this job, the employee is regularly required to walk; to sit; to use hands to perform repetitive motions; and to talk and hear. The employee may occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception, and ability to adjust focus.

### **Work Environment**

The noise level in the work environment is usually moderate. This position is subject to many interruptions; handling multiple requests and inquiries simultaneously; and managing multiple areas of responsibility.

### **Minimum Qualifications**

Bachelor's degree in accounting, or a bachelor's degree which included 27 semester hours of accounting or auditing coursework may substitute for the required education.

Full-time professional accounting experience may substitute for the required bachelor's degree in accounting on a year-for-year basis.

Send cover letter and resume to Office of Attorney Regulation Counsel, Attn: Kevin Hanks, Office Manager, 1300 Broadway, Suite 500, Denver, CO 80203 or via email to [k.hanks@csc.state.co.us](mailto:k.hanks@csc.state.co.us) to be received by Friday, December 10, 2021.

Finalists will be invited to a remote interview.

OARC is proud to be an equal opportunity employer and does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), gender expression, national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, parental status, or military service.