



Durango & Silverton Narrow Gauge Railroad Job Posting

Would you have been one of the rugged, eager-to-get-your-hands-dirty, unafraid-of-being-off-the well-traveled-path individuals who explored new frontiers in the late 1800's as railroads opened personal and professional opportunities across America? If so, you just may be the passionate, high-energy, rock-solid, calm-in-the-storm, hands-on **Payroll Administrator** that the Durango & Silverton Narrow Gauge Railroad is looking to hire!

DSNG, the premier tourist rail operator and the industry expert in rail-related special event management is growing rapidly, diversifying its operations and looking for a proven professional to join its accounting team. DSNG cares deeply about the customers we serve, the history we preserve and our team that shares our passion for both. Are you interested in sharing our passion? After reviewing the job description below if you are looking to grow your career and this is a position that you would like to interview for please email your Word or PDF document resume and a separate cover letter, including salary requirement/expectation, specifically addressing why you could be our candidate of choice for this position to hr@durangotrain.com. Posting will be open until filled. EOE

Job Description

Division/Department: DSNG/Accounting

Job Title: Payroll Administrator

Reports To: Controller

Type of position: Exempt, Salary

Employee Classification: Regular

Location: Durango, CO

Job Summary: The Payroll Administrator will independently manage the payroll process for the organization. This includes overseeing all administrative activities related to payroll, hands on processing of payroll on a regular basis for multiple entities, supervision of payroll staff and oversight of payroll for other American Heritage Railways (AHR) entities. This position is a perfect fit for an energetic, self-motivated, hands-on individual seeking a position offering a variety of responsibilities and levels of challenge.

Essential Duties and Responsibilities:

- Responsible for the preparation and hands on processing of biweekly payroll for over 300 employees; review and ensure accuracy of approved timesheets; track and deduct all garnishments and other special payroll deductions
- Responsible for the coordination efforts between payroll, human resources, budget and other departments to ensure proper flow and maintenance of employee data (including preparation/distribution of detailed reports, e.g. labor, overtime, leave balances, head count, and retirement contribution reports)
- Handle the administration of the electronic timekeeping system. Setup each employee, valid programs for each employee's charges, and adherence to FLSA; monitor submissions of approved timesheets, ensure valid data transfers to/from payroll service
- Establish/maintain employee records; ensure that employee changes are entered correctly and made on a timely basis; review changes for proper authorization and adherence to APA policy including compliance with federal/state/local regulations
- Responsible for entering payroll journal entries into the accounting software
- Timely filing of payroll into employee personnel files and benefit files
- Manages I-9 filing and recordkeeping
- Provides any necessary reporting to management/department managers
- Responsible for all quarterly and year end payroll reconciliations for all AHR entities (401K, HSA, etc.)
- Professional and efficient communication with employees on any payroll questions/discrepancies

- Stay current on the updated payroll laws (minimum wage, exempt vs. nonexempt requirements, etc.)
- Manage ACA reporting for all AHR entities
- Supervise all other AHR entities payroll staff for their biweekly processing of payroll, reporting, journal entries, etc.

Education, Skill and Work Experience Requirements:

- Associate Degree in Business Administration/Finance required, Accounting Degree preferred
- Three plus years in a Payroll Office performing all payroll functions; Three years additional payroll office experience in lieu of Associate's degree
- Excellent skills using MS Word, Excel, Access, and Internet Explorer
- Strong skills using and understanding the flow of transactions in an integrated and automated payroll accounting system
- Ability to maintain confidentiality and exercise extreme discretion
- Excellent problem solving/judgment skills, and high level of attention to detail and accuracy
- Strong organizational skills, and the ability to work under pressure
- Ability to handle and prioritize multiple tasks and meet all deadlines

Work Environment:

- A majority of time is spent in an office setting
- Some time spent walking in and around railyard and across tracks where uneven ground surfaces and materials are commonplace
- Fast paced team environment