



HR/Payroll Coordinator Denver, CO

ERES is a national vertically integrated real estate brokerage, property management, construction management and construction company located in Downtown Denver, Colorado. We are seeking to grow our team by adding a full time HR/Payroll Coordinator.

Qualified candidates should submit their resume and cover letter to Kate Waggoner at kate.waggoner@energyreco.com.

JOB DESCRIPTION

We are looking for a self-motivated, hardworking team player who will go above and beyond to make sure the day-to-day operations of our company runs smoothly. Reporting to the Managing Principal, this position plays a critical role to the success of the company. In this role, you will support a growing company by ensuring that payroll is processed timely and accurately while working with management to develop, implement and improve HR policies and processes.

DUTIES AND RESPONSIBILITIES

Payroll

- Process semi-monthly payroll, commissions, incentives and expenses through the payroll software.
- Processes employee promotions, pay increases, and transfers; creates and distributes all promotion and other miscellaneous letters to employees.
- Process manual checks including final checks and replacement checks.
- Conduct audits on time records and other payroll changes to ensure accuracy of payroll.
- Prepares payroll reports as needed
- Research, analyze, and resolve payroll discrepancies.
- Respond to employee/management inquiries and requests regarding payroll matters.
- Supports the year-end tasks including preparing and reconciliation of W2s.

HR

- Responsible for all data entry of new hires, employee status changes, and terminations in HRIS system
- Complete verification of employments as requested.
- Maintains and updates employee information and protects payroll operations by keeping information confidential
- Conducts various audits for payroll, benefits and other HR functions

- Assists with recruitment, interview process, reference checks, and new hire orientation/onboarding.
- Verifies I-9 documentation and maintains electronic filing.
- Performs background checks and employment verification requests.
- Responds to employee requests and questions in a timely manner.
- Assists with workers' comp claims submission and management.
- Coordinates annual benefits open enrollment.
- Oversight of internal expense management i.e., computers, office supplies, equipment
- Comply with company policies and processes to ensure compliance with all state and federal requirements.
- Performs other duties and projects as needed.

QUALIFICATIONS AND EXPERIENCE

- Bachelor's degree in Human Resources or Associates Degree in related field
- 2-3 years' experience in payroll and/or HR or equivalent relevant experience
- Experience with MS Office products and HRIS/Payroll systems such as ADP, Paychex, PS, etc.
- Proficient skills with MS Excel.
- Self-starter possessing agility and foresight to manage changing requirements
- Excellent attention to detail, well-organized, and ability to work with confidential information
- Must have strong oral and written communications skills including the ability to present ideas and suggestions clearly and effectively
- A can-do, upbeat, and personable attitude
- Customer service oriented, flexible and willing to go the extra mile
- Must demonstrate professional judgment and maintain confidentiality at all times.

COMPETENCIES

- **Cost Consciousness**-- Works within approved budget; Develops and implements cost saving measures; Contributes to profits and revenue; Conserves organizational resources.
- **Problem Solving** - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
- **Project Management** - Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget; Manages project team activities.
- **Customer Service** - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.
- **Ethics** - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- **Organizational Support** - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.

- **Judgement** - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. Must be able to sit for long periods of time (7-8 hours a day) and lift a minimum of 25 lbs.

EEO STATEMENT

Energy Real Estate Solutions, LLC is an equal opportunity employer and committed to developing and maintaining a diverse workforce. Energy Real Estate Solutions, LLC strongly believes in equal opportunity for all, without regard to race, color, religion, creed, age, sex, pregnancy, family responsibility (e.g. child care, elder care), national origin or ancestry, citizenship, marital status, sexual orientation, gender identity or expression, transgender status, veteran's status, genetic information, or status as a qualified individual with a disability, protected leave status or any other protected characteristic in accordance with applicable law. The company also endeavors to make reasonable accommodations for known physical or mental limitations of otherwise qualified employees and applicants with disabilities unless the accommodations would impose an undue hardship on the operation of our business. Equal employment opportunity will be extended to all individuals in all aspects of the employment relationship, including recruitment, hiring, promotion, transfer, training, discipline, layoff, recall and termination.

For more information on Energy Real Estate Solutions (ERES) please visit www.energyreco.com.