



## Legislative Council Staff

*Nonpartisan Services for Colorado's Legislature*

### Employment Opportunity with the Colorado General Assembly Payroll and Accounting Technician

Agency:	Legislative Council Staff
Job Title:	Payroll and Accounting Technician
Job Series:	Non-classified Position
FLSA Status:	Exempt; this position is not eligible for overtime compensation
Occup. Group:	Professional Services
Salary:	\$50,000 to \$60,000 annually, commensurate with experience
Release Date:	December 17, 2025
Apply By:	January 5, 2025

### About Legislative Council Staff

Colorado [Legislative Council Staff](#) (LCS), is the nonpartisan research, committee, information technology (IT), and institutional support staff of the Colorado General Assembly.

LCS serves as the General Assembly's primary research and committee staff, employing fiscal note analysts, economists, research analysts, committee analysts, and constituent services analysts. In addition, LCS houses the legislature's visitor services and tour guide staff; central accounting staff; and print shop staff. Finally, LCS provides a full service IT unit for the legislative branch, employing support, application development, system administration, digital accessibility, and cybersecurity positions.

LCS is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status. We are committed to increasing the diversity of our staff; therefore, we encourage responses from people of diverse backgrounds and abilities.

When you join LCS, you can expect:

- to fill a vital role in supporting Colorado's lawmakers to serve our state and uphold the democratic process;
- to join a supportive and collegial culture that is driven by our shared mission, vision, and values;



- to work for an organization committed to balancing our important work for the state legislature with employees' lives outside of work;
- to be supported in your continual professional development and growth; and
- to work for an organization that recognizes the unique talents, backgrounds, and contributions of our individual employees.

Additional information about Legislative Council Staff can be found at:

<http://leg.colorado.gov/agencies/legislative-council-staff>.

## About the Position

The LCS Accounting Unit is seeking an Accounting Technician to provide accounting services to the Legislative Branch. The Legislative Branch is comprised of six departments with 100 elected legislators and about 450 staff. Departments served by the LCS Accounting Unit include the House of Representatives, the Senate, Legislative Council Staff, the Office of Legislative Legal Services, and the Joint Budget Committee Staff. The branch's sixth department, the Office of the State Auditor, must remain independent and therefore maintains its own Controller and accounting staff, with whom the LCS Accounting Unit collaborates on matters of branch-wide concern.

## Primary Responsibilities

This position provides support for payroll, timekeeping, benefits, and accounting services provided to Legislative Branch staff and legislators, subject to the direction and review by the Controller. This position will be expected to:

- process payroll and provide payroll support for employees and legislators;
- enter financial data into financial databases and systems, including processing payment vouchers; reviewing vendor invoices and supporting documentation; obtaining appropriate approvals, if needed; and ensuring proper coding and processing in CORE (the State of Colorado's financial system);
- retrieve and compile financial data;
- support calendar and fiscal year-end close processes;
- respond to questions from legislators and staff about benefits, payroll, and other subjects;
- provide administrative assistance, including archiving, shredding, and filing;
- assist with additional accounting and financial projects as requested.



## **Required Knowledge, Skills, and Abilities**

A successful candidate will have effective oral and written communication skills; a demonstrated high level of integrity, honesty, and ethics; analytical, data analysis, and research abilities; superior customer service and interpersonal skills; and excellent organizational and time management skills. This position requires the ability to work in a nonpartisan manner in a partisan environment, and to provide objective information regardless of the issue or one's personal opinions.

Candidates must have an understanding of state financial functions or similar system and proficiency with word processing programs and Excel. At a minimum, candidates must have two years of relevant work experience in an occupation that involved financial, accounting, payroll, or personnel work. The minimum degree requirement for this role is a high school diploma or equivalent. College-level coursework in accounting, finance, or a closely related field maybe substituted for the required experience on a year-for-year basis.

The preferred candidate will have at least one year of experience with the State of Colorado's payroll system (CPPS), benefits plans, and CORE.

## **Employment Type, Work Authorization, and Remote Work**

This is a full-time, salaried, on-site position, although depending on work load and office coverage needs, candidates may be able to work from home on a limited basis during the months of May through December. A candidate must be authorized to work in the United States. Persons seeking contract positions, remote positions, or visa sponsorship need not apply. Pursuant to the Colorado Constitution, legislative employees, including this position, are not part of the state personnel system. However, this position is most like the Accounting Technician II position in the State of Colorado personnel system.

## **Salary and Benefits**

The salary range for this position is \$50,000 to \$60,000 per year, with the salary level within this range commensurate with education and experience.

Legislative Council Staff is committed to providing employees with a strong and competitive benefits package that supports you, your health, and your family. Our benefits package includes:

- [PERA retirement benefits](#), including the PERA Defined Benefit Plan or PERA Defined Contribution Plan, plus optional 401K and 457 plans;



- [Medical](#), [dental](#), and [vision](#) insurance coverage;
- Automatic short-term and optional long-term [disability coverage](#);
- [Life and AD&D insurance](#);
- [Flexible Spending Accounts](#) (FSAs);
- A variety of discounts on services and products available through the State of Colorado's [Work-Life Employment Discount Program](#); and
- [Credit Union of Colorado](#) membership eligibility.
- Our generous and flexible leave policies include:
- A minimum of three weeks of annual leave, based on tenure, and accrued on a monthly basis;
- Eleven annual paid holidays;
- Sick leave;
- Flexible work schedules during the legislative interim; and
- A generous compensation time policy.

### **Accessibility**

The Colorado Legislature is committed to the full inclusion of all qualified individuals. Our agency will assist individuals who have a disability with any reasonable accommodation requests related to employment, including completing the application process, interviewing, completing any pre-employment testing, participating in the employee selection process, and/or to perform essential job functions where the requested accommodation does not impose an undue hardship. If you have a disability and require reasonable accommodation for applying or interviewing for this position, please direct your inquiries to our ADA Coordinator at [lhrd.ga@coleg.gov](mailto:lhrd.ga@coleg.gov) or call 303-866-3393.



## Application Process

Please send your application to: [accounting@coleg.gov](mailto:accounting@coleg.gov) with the subject "Application for Accounting Technician" on or before January 4, 2026. Your application should include the following:

- your resume;
- a cover letter;
- and three professional references.

Incomplete applications will not receive further consideration. Because this position is with the legislative branch, applications received using the state application process for executive branch employment will not be accepted.

Agency contact information. If you have questions or need additional information about this position, please contact Gina Sanchez at 303-866-3191, or [accounting@coleg.gov](mailto:accounting@coleg.gov).