



E-470 Public Highway Authority
22470 E. Stephen D. Hogan Parkway, Suite 100
Aurora, CO 80018
303.537.3700 Phone
303.537.3472 Fax

Adams County
Arapahoe County
Aurora, CO
Brighton, CO
Commerce City, CO
Douglas County
Parker, CO
Thornton, CO

Position Opening

JOB TITLE:

Finance & Admin Services Department - Procurement & Administration Specialist

E-470 OVERVIEW:

E-470 Public Highway Authority is a dynamic 47 mile toll road on the eastern perimeter of the Denver Metro area that serves its customers as well as providing back office tolling services for all other toll facilities in the State of Colorado. E-470 has experienced tremendous growth since the Great Recession which has led to strong performance metrics and operating challenges. E-470 strives to provide top-notch customer service, improve safety and save time for our drivers while being Colorado's one-stop-shop for tolling.

JOB FUNCTION:

This position is responsible for assisting the Procurement Manager with administrative tasks to comply with the Authority's procurement policies including administration of company contracts, and to assist in Human Resource activities including payroll processing and other finance/accounting functions as needed.

This position will spend approximately 65% of the time on procurement activities, 25% on payroll processing activities, and 10% on other finance and accounting functions as needed.

Procurement Function (65%)

- Assists the Procurement Manager to administer routing of Authority contracts and agreements via DocuSign and paper copies for signature, as required by policy and internal controls.
- Serves as public notary for Authority contracts and agreements that require notarization of Authority signatory, as required by general counsel. (Applicant will need to obtain public notary certification within 8 weeks of start date).
- Assists the Procurement Manager with planning, coordination and preparation of Authority solicitations and contract award processes.
- Assists with administration and document storage of Authority contracts and agreements and coordination with the Authority department directors and coordinators and general counsel.
- Becomes familiar with the Authority procurement manual and practices and assists the Procurement Manager with compliance and improvements to the processes.
- Assists the Procurement Manager with the drafting and issuance of Authority Purchase Orders and Work Orders.
- Assists the Procurement Manager with administration of the procurement request intake process to secure required approvals and ensure compliance with Authority procurement policies, including developing and updating related intake processes.
- Coordinates with the Department Director and Procurement Manager on upcoming Finance contracts or requests including providing reporting, planning and coordination of specific requests
- Electronically files & maintains new & existing Finance Department contracts. Performs other Finance contract related tasks or generate reporting as requested by Director of Finance.

Procurement & Administration Specialist



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HR Payroll Function (25%)

- Prepare and process the bi-weekly payroll for exempt and non-exempt employees using ADP for review by the HR Manager before submission.
- Maintain confidentiality of employee records and compensation.
- Assist the HR Manager with tracking and ensuring timely submission of employee electronic timesheets.
- Assist the HR Manager with payroll inquiries from employees and management; investigate and resolve any discrepancies in payroll.
- Prepare the voluntary employee deductions in ADP as directed by the HR Manager, and prepare the monthly retirement and health savings contributions for review by the HR Manager before processing.

Finance/Accounting Function (10%)

- Track employee personal FedEx shipments (or accidental personal Pcard charges) and generating monthly invoices seeking reimbursement
- Export monthly Concur expense reports into PDF's after processing and save on network drives for archive/data retention purposes
- Perform monthly data entry or recurring accounting entries as requested by the Controller or Accounting Manager
- Request and track quarterly data destruction statistics for Finance and send to Executive Assistant
- Perform other finance or accounting tasks as requested which may include clerical or payable tasks

REQUIREMENTS:

- Associate or Bachelor's degree in related field from an accredited College or University is preferred. Alternatively, a high school diploma with at least 5 years of experience. On-going training is recommended.
- At least three years of experience with solicitations and contract administration preferred. For payroll or other accounting functions, one to three years of experience is preferred, and on-going training will be provided depending on experience.
- Skilled with MS Office Suite including Excel, Word, and Outlook: preparation of spreadsheets is required;
- Experience with ADP, DocuSign, Microsoft Smartsheets, and/or Microsoft GP (Accounting System) is preferred.
- Understanding of general business contracting forms and requirements.
- Attention to detail and organization of details.
- Demonstrates strong initiative and ability to manage multiple projects concurrently, as well as commitment toward completing assignments in a timely manner.
- Proficient in preparation of professional written documentation which clearly expresses ideas and exhibits correct grammatical form.
- Demonstrates ability to reason and is able to identify relationships that explain facts, data or other information; analyzes information and makes correct inferences or draws accurate conclusions.
- Possesses the ability to work well with others with strong interpersonal and communication skills.
- Ability to work both individually and as a member of a team.



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COMPENSATION:

Salary Range 60-75k;

Benefits:

Group Medical, Dental, Vision, Life Insurance, Short and Long Term Disability • Retirement plan • Paid time off • Professional development/ Tuition reimbursement

Submit cover letter and resume to E-470employment@e-470.com by **December 1st, 2022**.