



JOB DESCRIPTION – Payroll and HR Coordinator

Title:	Payroll and HR Coordinator
Reports To:	Finance
FLSA:	Salary / Exempt position
Status:	Full Time Exempt
Annual Salary:	\$55,000 - \$60,000

Secret Creek is a leading outdoor living company dedicated to transforming outdoor spaces into beautiful and functional living areas. Our mission is to provide innovative design, expert craftsmanship, and exceptional customer service that help our clients enjoy the outdoors to the fullest. We value teamwork, craftsmanship, and a passion for nature.

Position Overview:

Secret Creek is seeking a hands-on, approachable Payroll and HR Coordinator to work onsite in Montrose, CO. This is an individual contributor role focused on the practical, day to day Payroll and HR support.

You will work closely with Senior Leadership and front-line manufacturing and operations team, ensuring payroll accuracy, supporting recruiting, and maintaining a positive, compliant workplace culture.

Key Responsibilities:

Payroll Management

- Oversee accurate, timely processing of payroll for all Secret Creek employees on a biweekly schedule as the primary payroll owner
- Administer wage changes, commissions, and bonuses aligned with project milestones.
- Lead year-end payroll activities such as ACA compliance and audit support.
- Maintain internal payroll controls and procedures that fit a project-based, seasonal business model.

HR Administration (Light)

- Maintain accurate and confidential personnel files and HRIS records.
- Lead onboarding and offboarding in collaboration with supervisors, ensuring OSHA and safety compliance.
- Provide practical HR support — answering employee questions, managing benefits communication, and assisting with daily people operations.
- Support leadership with basic HR policy administration without extensive program design or formal training responsibilities.

Recruiting and Hiring

- Own the recruiting process from job posting through offer for both hourly and salaried roles.
- Draft and post job descriptions, screen applicants, schedule interviews, and coordinate next steps.
- Partner with department leads to ensure hiring aligns with production needs and cultural fit.
- Maintain a seasonal recruiting pipeline to support growth and project demands.

Compliance and Reporting

- Ensure compliance with federal, state, and local labor laws and payroll regulations.
- Stay informed on OSHA and outdoor workplace safety requirements.
- Prepare concise HR and payroll reports to support leadership decision-making.

Qualifications:

- Bachelor's degree in HR, Accounting, Business, or related field preferred.
- 5+ years of combined HR and payroll experience, ideally in manufacturing, construction, or outdoor industries.
- Familiarity with multi-state payroll and labor compliance.
- Hands-on experience with recruiting and onboarding processes.
- **Comfortable as a one-person HR/payroll department** — organized, proactive, approachable.
- Strong interpersonal and communication skills for working with leadership and shop floor staff.
- Proficiency with ADP, Paycom, or similar HRIS/payroll platforms.
- HR or Payroll certification (SHRM-CP, PHR, CPP) a plus, not required.

Work Schedule: M-F 8am-5pm

Job Type: Full-time, Exempt

Salary: \$55,000 - \$60,000

Why Join Secret Creek?

- Be part of a team that values craftsmanship, innovation, and sustainability.
- Work in a collaborative and supportive environment.
- Help shape the future of a growing company with a strong reputation.
- Paid time off, including vacation, holiday, and sick time.

How to Apply:

Please send your resume and a cover letter detailing your experience and passion for this role to jegibson@secretcreek.com or jawinkelmenn@secretcreek.com, or apply directly through the Company's indeed job posting.

Secret Creek is an equal-opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

Employee Signature

Date

Supervisor Signature

Date