

Merit Academy is currently seeking a Finance and HR Clerk to join our faculty, starting this 2026-2027 school year.

ABOUT MERIT ACADEMY:

Merit Academy is a new school-of-choice in the beautiful mountain community of Woodland Park, CO. This classical, Core-Knowledge® school is currently in the start-up process, with doors opened in August, 2021 at max capacity of 184 with over 70 students on the waitlist. We currently have 612 full and part time students, grades PK-12. For our sixth year, we are anticipating over 670 full- and part-time students, grades PK-12. There is great need and desire for a classical, public school option in our area.

At maturity, Merit Academy has smaller class sizes and a purposeful curriculum for enhanced performance and growth. We also have great homeschool enrichment opportunities with Merit Academy.

Merit Academy is unique in that it is situated in an area that provides many opportunities for tremendous Rocky Mountain Enhancements. Additionally, to honor our rural culture and demographics, there is a “rocky mountain version” of a uniform, unique to what you may find in an urban and traditional classical school.

Merit incorporates a vertical and horizontal integration within academics and the House System on various Fridays. This careful design not only allows team cohesion among students of all ages and abilities in community and school projects, but it also provides our valued educators with additional collaboration and planning time.

Vision: To graduate students prepared for success in a free society, promoting civic responsibility and contributing their talents in a flourishing republic by pursuing beauty, truth, and good.

Mission: Merit Academy will cultivate the minds and nurture the hearts of K-12 youth in the Ute Pass/Woodland Park region with instruction in the principles of moral character and civic responsibility.

Position: Finance & HR Clerk

Qualifications:

1. Three to five years of payroll/accounting experience is preferred
2. Basic working knowledge of accounting and Colorado school finance preferred
3. Knowledge of PERA and public education preferred
4. Must possess strong analytical skills and attention to detail, as well as the ability to communicate financial information clearly and concisely.
5. Ability to maintain strict confidentiality on all Administrative Office matters, including but not limited to personnel, agreements, budget transfers, etc.
6. Ability to operate payroll software and computer with reasonable instruction.
7. Knowledge of Microsoft Word and Excel required.
8. Required criminal history check and proof of US citizenship or resident alien status.
9. Ability to work well in a team

Reports to:

Accounting & HR Operations Manager

Duties and Responsibilities:

- Create, update and terminate employee records in the payroll & benefit systems
- Ensure benefit enrollment for new employees
- Process regular payroll cycles with accuracy and timeliness
- Compile and ensure accuracy of all payroll time sheets submitted
- Benefit reconciliations after payroll has been completed
- Submit PERA contributions within required timeframe
- Quarterly unemployment
- Maintains a well-organized, up-to-date filing system
- Sick Bank Management
- Assist Executive secretary with substitute management
- Assist with purchasing and vendor file maintenance
- Assist with cash receipts, deposits & petty cash
- Assist with AP processing
- Performs other duties as assigned on an as-needed basis

Terms of Employment: 220 day (July 1st through June 30th).

PAY & BENEFITS:

This is a 220 day employment period (July 1-June 30).

- Base Salary \$35,000-\$40,000 *commensurate with experience and education *
- School holidays and breaks
- Additional 10 days personal/sick leave
- 15% Awards for educational grants written by, received, and managed by employees (prior approval for each application)
- Health insurance coverage (equivalent to \$7,800 annually) or \$300/mo in-lieu-of health insurance for staff who have ample coverage through another party
- Dental insurance (equivalent to \$420 annually)
- Optional vision insurance
- \$40,000 Life insurance coverage
- Retirement benefits through PERA (a match of 21% of employee salary paid by Merit Academy to Employee's retirement account through PERA)
- Possible bonuses throughout the year
- Childcare provided during PD/Inservice Days

CONDITIONS OF EMPLOYMENT

- Offers of employment are conditional subject to successful background and reference check
- This is a salaried position, exempt from overtime.

- Employees are at-will employees
- As required by the IRCA, employees must be legally eligible to be employed in the U.S.A.

APPLICATION PROCEDURE (SUBMIT TO HR@MERIT.ACADEMY) :

- Cover letter
- Resume/CV
- Minimum of three reference letters within the past two years
- Unofficial transcripts and any applicable certifications

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.