



COUNTY OF YORK
HUMAN RESOURCES
224 Ballard Street
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757 890-3687

employment@yorkcounty.gov

Payroll Administrator

SALARY: \$33.46 - \$38.71 Hourly
\$69,590.00 - \$80,508.00 Annually

OPENING DATE: 01/13/23

CLOSING DATE: Continuous

DESCRIPTION:

Responsible for the operation and maintenance of the County's payroll system, supervising Payroll Coordinators, and performing complex analytical work in the Division of Fiscal Accounting Services. Reviews employee payroll records and related payments and withholdings. Provides expertise to supervisors and auditors in the proper entries for the electronic time and attendance system. Prepares and submits reports, forms, and invoices for payment to various governmental agencies; maintains and updates a variety of records and files, including computerized and accounting payroll data. Determines, analyzes and refines payroll procedures and associated internal controls. Subject matter expert in the payroll software for the County, Schools and Colonial Behavioral Health who develops solutions to improve the efficiency and automation of payroll processing.

MINIMUM QUALIFICATIONS:

Bachelor's degree with a concentration in accounting, and 5 to 7 years of experience in government accounting, payroll and some supervisory work; or any equivalent combination of education and experience which provides the required combination of knowledge, skills, and abilities.

SUPPLEMENTAL INFORMATION:

Coordinates processing of County payrolls; schedules payrolls and ensures adherence to set deadlines; reviews and approves payrolls and related reports; processes payrolls when needed; reconciles payroll liability accounts; ensures proper general ledger coding; reviews, reconciles, and submits W-2 forms for schools, Colonial Behavioral Health and County; reviews and submits 1095 forms for all York County entities and agencies; verifies accuracy of wages according to Internal Revenue Service guidelines; ensures that overtime is paid according to the Fair Labor Standards Act.

Provides assistance with implementation and leads testing of payroll software enhancements.

Supervises, assigns, and reviews the work of payroll personnel; resolves complex issues for Schools, Colonial Behavioral Health and County.

Reconciles employee vacation and sick leave payouts.

PHYSICAL DEMANDS:

Must be physically able to operate a variety of automated office machines which includes a computer, typewriter, adding machine, fax machine, copier, etc. Work involves some stooping or bending to retrieve files, writing in order to take notes on claims, some carrying of printouts, books, and files, generally weighing no more than 10 lbs., and pushing and pulling drawers open and closed. Work involves sitting most of the time, but may involve walking or standing for periods of time.

For a more detailed description: [View Document](#)

AN EQUAL OPPORTUNITY EMPLOYER

The County of York reserves the right to close or withdraw this position at any time.

Apply online at <http://www.yorkcounty.gov/humanresources>

Payroll Administrator Supplemental Questionnaire

- * 1. List your highest level of education, if applicable, your major field of study and the type of degree received. If you have not received a degree, please list the number of semester hours completed at the time of your application, if any.

- * 2. Which best describes your experience with generally accepted accounting principles related to payroll processing?
 - None
 - Some Experience
 - Experienced
 - Expert

- * 3. Which best describes your experience with an automated payroll system?
 - None
 - Less than 3 years
 - 3 to 5 years
 - 6 years or more

- * 4. Which best describes the number of employees at entities where you gained your payroll experience?
 - 20 or less
 - 50 to 100

- 100 to 500
 - 500 or more
- * 5. Which best describes your experience with an automated time and attendance system?
- None
 - Less than 3 years
 - 3 to 5 years
 - 6 years or more
- * 6. Do you have professional level experience with the following transactions? (Check all that apply)
- Federal and state tax deposit rules and regulations
 - Laws governing levies and garnishments
 - Policy interpretation
 - Reconciling payroll deductions and accounts
 - Overtime provisions of the Fair Labor Standards Act
 - None of the above
- * 7. Do you have experience using financial software such as Tyler Munis?
- Yes
 - No
- * 8. Which of the following best describes your level of proficiency with Microsoft Excel?
- None
 - Beginner
 - Intermediate
 - Advanced
- * 9. Which best describes your experience your payroll supervision experience?
- None
 - Less than 3 years
 - 3 to 5 years
 - 6 years or more
- * 10. Describe your supervision experience. If you do not have this type of experience, type "N/A".
- * 11. Describe your experience with Federal and State payroll reporting. If you do not have this type of experience, type "N/A".
- * 12. If you will accept the beginning salary offered for this position, type "Yes" in the box below. If you will not accept the beginning salary, enter your preferred starting salary.
- * 13. Why do you want to work for York County government?
- * 14. Were you encouraged to apply for this particular position by a current York County government employee? If so, please write their full name and the department or division they work in below. Otherwise, write N/A.

* 15. Are you a current York County government employee? (This does not include the employment with the Offices of General District Court, York-Poquoson Social Services, Colonial Behavioral Health, or York County Schools)

Yes

No

* Required Question