



HANOVER COUNTY GOVERNMENT  
invites applications for the position of:

## Payroll Manager

---

**SALARY:** \$65,000.00 - \$90,000.00 Annually  
**JOB TYPE:** Full-time  
**LOCATION:** Hanover Courthouse, Hanover  
**DEPARTMENT:** Finance and Management Services - Accounting  
**OPENING DATE:** 06/02/20  
**CLOSING DATE:** Continuous

**DESCRIPTION:**

**General Description:** This is a professional, supervisory position. The incumbent performs complex tasks related to payroll administration for the Hanover County government, Hanover County Public Schools, Pamunkey Regional Jail and Pamunkey Regional Library workforce.

**Organization:** The Payroll Manager reports to the Finance Division Director and supervises Payroll Analysts and/or administrative support staff.

**Essential Functions:**

- Manage the payroll function, including processing of payroll, payment and filing of payroll taxes, VRS reporting, quarterly and annual reporting and issuance of W-2's.
  - Establish and maintain sound internal controls in accordance with financial policies/regulations/procedures, ensuring fiscal records are reconciled monthly. Research and resolve discrepancies between the general ledger and payroll system(s).
  - Ensure accurate and timely reporting and remittance of employee deductions.
  - Perform and/or supervise the maintenance of the payroll function of the County's HR/Payroll system.
  - Prepare and balance reports for W-2's.
  - Ensure accurate and timely quarterly tax reporting (941's).
  - Provide analytical review of financial records, as needed.
  - Ensure payroll system codes and configurations are current and accurate.
- Supervise and evaluate staff, including selection recommendations, training, assigning work, performance management, counseling and maintaining personnel records and forms.
- Provide assistance in audits related to payroll information.
- Stay abreast of federal and state legislation and other applicable guidance that affects payroll.
- Develop and maintain payroll processes, procedures and systems in compliance with federal and state laws and other applicable policies and regulations.
  - Interpret policies and regulations relating to payroll processing.
  - Provide training and guidance to department/School/fiscal contacts on financial policies, regulations and procedures related to payroll.
  - Recommend and implement improvements and automation.
  - Take a lead role in implementation and testing of new systems, system updates and other payroll system changes.

- Handle departmental and customer inquiries relating to payroll.
- Work closely with Human Resources to ensure accurate employee data (compensation, benefits, deductions, etc).
- Perform related work as assigned.

**Working Conditions:**

- A. Hazards - None known
- B. Environment - Office
- C. Physical Effort - Minimal
- D. Exempt

**Knowledge, Skills and Abilities:** Specialized knowledge of payroll accounting and automated systems. Extensive computer skills with emphasis in advanced Excel functions. Considerable knowledge of state and federal regulations and guidelines concerning public personnel and payroll accounting. Ability to plan and manage projects independently. Must be able to establish and maintain successful relationships with staff and customers. Excellent written and oral communication skills.

**Education, Experience and Training:** Bachelor's degree (concentration in business, accounting or public administration preferred) or comparable experience with at least five (5) years of progressively responsible experience in related field, including a minimum of two (2) years supervisory experience –OR– Any equivalent combination of education, experience and/or training sufficient to demonstrate the knowledge, skills and abilities is acceptable.

**Special Conditions:**

Criminal record check, including fingerprinting.

- Work beyond normal work schedule.
- Twelve-month probationary period.

---

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.hanovercounty.gov>

7497 County Complex Road  
Hanover, VA 23069  
804-365-6075

[humanresources@hanovercounty.gov](mailto:humanresources@hanovercounty.gov)

---