



## BEDFORD COUNTY EMPLOYMENT OPPORTUNITY

### Title **PAYROLL SPECIALIST**

**Department** County Administration / Finance

**Location** 122 East Main Street, Bedford, VA

**Hours** 8:30 am – 5:00pm, with flexibility to meet needs of department

**Description** Performs skilled technical work related to the County's payroll activities. Administers payroll functions to include the preparation and processing of multiple payrolls and record keeping. Prepares timesheets for payroll processing and reviews for accuracy and compliance with FLSA laws and County policies. Accurately prepares and submits all required federal, State and retirement reporting. Ensures timely retirement contributions and reporting within the Virginia Retirement System (VRS). Serves as key Payroll contact and provides outstanding customer service answering all inquiries pertaining to payroll related issues, policies and/or procedures. Performs maintenance, monitoring and reconciliations required for payroll processing, including testing, conversion and implementation of all software systems. Maintains payroll records with a high degree of confidentiality and accountability. This work is fast-paced and diverse. Independent judgement, strong organizational, communication and technical skills are required with the ability to multi-task and complete tasks within tight time constraints. Work is performed under regular supervision.

**Requirements** **Minimum Requirements Include:**

- Associate degree (A.A. or A.S.) in Accounting, Finance or Business from an accredited college supplemented by advanced accounting courses and three years total payroll processing experience, utilizing sophisticated payroll software for a large organization, or equivalent combination of education / experience as determined by the Director of Finance.
- Comprehensive knowledge of policies, methods and procedures used in preparing payrolls, keeping records, and payroll systems; thorough knowledge of laws and regulations pertaining to payroll processing; ability to process and support multiple and diverse payrolls.
- Proficiency using Microsoft applications with the ability to maintain detailed accounts and records, and prepare complicated reports.
- Highly organized with ability to prioritize and multi-task. Ability to use good judgment; handle a high volume of work and varying assignments with accuracy and attention to detail; and comprehend written instructions and correspondence. Proficiency in business English and mathematics.
- Strong interpersonal and communication skills. Ability to establish / maintain effective working relationships with county employees and the public. Strong quality and service minded. Ability to work cooperatively in a diverse team and / or independently. Ability to effectively present information in one-on-one and small group situations.

**Preferred Experience includes:**

- Local government financial accounting experience.
- Certified Payroll Professional with American Payroll Association (APA)

**Bedford County maintains a safe, drug-free workplace for its employees. Drug screening, driving record check, a criminal background check, and previous employer references are required for all positions as conditions of pre-employment. EOE / ADA / Minorities / Females / Vets**

**Hiring Range** \$37,812 – \$50,000 Actual salary dependent on qualifications and experience.

**Apply** Online: <https://www.bedfordcountyva.gov/jobs>.  
In Person: Bedford County Administration Building, 122 East Main Street, Suite 202, Bedford, VA 24523  
**Please provide cover letter, resume, and salary requirements.**

**Date Posted** September 15, 2021

**Deadline** Open until filled