

## Management Services Specialist II- Accounting

Campbell County is currently seeking a new full-time member to our Management Services team. This position will be focused in the ACCOUNTING area. Although, Accounting will be the your specialty and the focus of your day-to-day duties, you will also be required to cross-train in the other areas of Accounts Payable and Payroll/Benefits to serve as a backup when necessary. Experience with As400 or Edwards platform(s) preferred, not required.

**Campbell COUNTY, VA**

*Be Welcomed.  
Be Successful.  
Be Home.*

**We Invite You to Join Our Team.**

**MANAGEMENT SERVICES  
SPECIALIST II  
ACCOUNTING**

Department of Management Services

Apply with your CV/Resume online at:  
[www.campbellcountyva.gov](http://www.campbellcountyva.gov)

May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
4130.85	5005.94	6680.97	7322.4	7968.27	8591.19	8705.07	7735.2
562.12	849.17	633.57	655.54	675.87	600.58	637.36	626.38
41.23	780.58	1067.45	1079	1362.88	1775.89	1430.29	1407.34
9.84	304.79	325.12	367.02	376.04	368.94	323.36	363.8
392	2450.54	3391.33	3466.28	4727.09	4704.65	6114.04	5455.03
334.64	722.29	959.37	1006.7	1264.59	1097.05	1651.05	141.03
189.42	187.97	209.35	211.64	359.04	378.18	370.92	
114.78	141.83	181.53	275.11	288.78	301.77	232.73	
60.32	58.12	87.32	26.88	125.78	75.24	40.04	
1.55	4.25	11.68	0	7.03	17.88	1.05	
7.23	6.34	4.8	8	6.05	10.63	74.42	
8.25	3.25	3.25	8.39	1.7	5.82	1.12	4.78
10	25.8	12.59	17.95	15.26	125.85	14.30	35.25
20.77	5.85	4	4	6.8	11	11.7	22.31
13.11	0	0	0	0	0	0	0
13.11	2.7	53.32	2.30	0.3	2.47	2.24	0.63
203.83	866.9	996.76	1106.5	13945.79	14851.18	17623.93	25136.91
192.98	149.99	211.18	549.91	833.65	209.93	58.82	139.68
14016.79	12994.89	12901.21	12625.01	13686.79	14213.06	12941.58	11202.91
1232.40	1046.61	1122.82	1210.14	1240.86	2100	1938.81	1
3406.59	3445.21	3460	2856.12	3779.89	5826.32	3033.2	29
445.00	481.75	462.9	441.32	602	774.39	690.84	
8123.28	7228.76	5748.81	4854.11	5458.14	6983.0	5900.4	48
1858.25	1878.12	1914.77	1830.85	2067.82	1163.01	1107.32	1018
3800.27	653.35	979.39	847.84	1067.82	549	589.08	494.84
561	511.83	332.79	558.06	426.75	387.56	213.05	23
390.06	398.62	401.78	402.73	445.75	549	589.08	494.84
80.6	42.04	87.88	35.36	74.88	85.29	56.88	363.02
0.99	8.58	17.86	2.88	74.88	85.29	56.88	
0.75	0	0.25	1.70	0.27	1.3	0.71	0.25
1.82	378.14	317.6	584.34	710.8	794.05	2.5	0.75
49	122.03	121.67	172.88	0.18	0	730.90	726.39
32	14.44	0	20.7	154.72	110.41	881.88	50.75
10.56	9	23.4	36.25	28.35	45.7		
15.4	15.92	25.23	38.59	44.82			
1.20	6.82	1.72	25.5	298.59			
29446.17	28910.77	25819.05	32055.47	34470.64		202.88	327.0
						31411.81	26388.95

# CLICK TO APPLY

\* See 2nd page for full job description

CLICK HERE  
TO APPLY



## Management Services Specialist II – Payroll/Benefits/AP/Accounting Salary Band 3

FLSA: Non-Exempt

Reports to: Supervisory full-time staff as assigned  
Staff Supervisory Responsibility: No

### We Value

Trustworthiness  
Openness  
The Highest Ethics  
Efficient Stewardship  
Knowledge  
Collaboration  
Service  
People

General Service Areas/Conditions: Primarily indoor office environment in various departments with occasional site work as required. Ability to occasionally lift and/or move up to 25 lbs. Frequent interaction with the public. Some nights and weekends could be required as needed.

**Makes a daily difference in the Campbell County organization and locality through: hard work, open and honest communication, ongoing improvement and accountability.**

### Performs with excellence, the following tasks, including but not limited to:

- Assist the Director of Management Services, Purchasing/Accounts Payable Manager, and the Finance/Budget Manager as directed (becoming cross trained on all four areas);

The normal reoccurring processes related to **Payroll** functions within the ADP framework, including:

- Responsible for the monthly preparation and processing of payroll for County and affiliated offices;
- Manages the County's Time & Attendance system;
- Assists employees with time management system and payroll; including, but not limited to password resets, leave accruals and general questions;
- Verifies monthly changes and all new hire information to ensure accurate payroll, time and attendance systems;
- Produces necessary payroll reports.

The normal reoccurring processes related to the **Benefits** functions within the ADP framework, including:

- Coordinates and administers various employee benefit and retirement programs, including but not limited to: group health/HSA accounts, flexible spending accounts, dental and vision insurance, life insurance, VRS, LODA, Optional Benefits and Workers Compensation;
- Coordinates workers' compensation claims;
- Assists employees with disability claims, FMLA, and various leave policy and procedure issues;
- Maintains and updates employee benefits filing systems;
- Works closely with Contracted Vendor/Agency Representative to resolve administrative and technical problems;
- Generates reports upon requests;
- Assists with benefits audits and other record management processes.

The normal reoccurring processes related to the **Accounts Payable** functions including:

- Reviews all accounts payable invoices, documentation and reviews credit card receipts to assure proper payment in a timely manner;
- Responsible for the data entry to batch invoices and prepares for payment;
- Assists with preparing and scanning all invoices into electronic document storage and verifies accuracy of processes;
- Maintains good working relationship and rapport with vendors and other department staff, answers vendor questions, reconciles vendor statements and works closely with County departments on all accounts payable questions/issues;
- Reviews 1099 information on a monthly basis, corrects errors;
- Prepares and distributes annual 1099 statements in compliance with IRS regulations.

The normal reoccurring processes related to the **Accounting** functions including:

- Records routine ledger entries ensuring state, federal, and accounting standards;
- Record debit and credit transactions to general ledger accounts;
- Provides guidance on routine financial matters to department heads;
- Assists with the budget preparation for CIP requests, operating budget requests and carryover requests;
- Assists with the maintenance of the general ledger chart of accounts;
- Prepares and processes monthly journal entries for Campbell County, CCUSA, and Campbell County Schools; HSA payments, health and dental insurance, VRS and ICMA-RC payments, 403(b) contributions, and other journal entries as required;
- Assists with the monthly and yearly financial close processes; runs reports;
- Prepares various accounting spreadsheets.

**Qualifications:**

- High School diploma or GED
  - Desired: Associates degree, or higher, in Accounting or Business Administration
- 2 years of related experience
- Valid Virginia Drivers' License
- Must be Bondable
- Completion of National Incident Management System (IS-100 and IS- 700) within 90 days of employment

**Core Skill Sets:**

- Must be proficient with Microsoft Applications with a solid knowledge of Excel
- Must possess excellent communication skills with the ability to be clear and concise, exercising confidentiality when needed
- Knowledge of finance and public/governmental accounting
- Comprehensive understanding of computerized accounting systems
- Must be able to effectively and efficiently organize, prioritize and meet deadlines
- General knowledge of payroll and benefits