

Management Services Specialist II - Payroll

Campbell County is currently seeking a new full-time member to our Management Services team. Although, Payroll 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 Benefits, Accounts Payable and Accounting to serve as a backup when necessary. Experience with ADP platform(s) preferred, not required.



*Be Welcomed.
Be Successful.
Be Home.*

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

**MANAGEMENT SERVICES
SPECIALIST II -
PAYROLL**

Department of Management Services

Apply with your CV/Resume online at:
www.campbellcountyva.gov

[Click Here 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