

ORANGE COUNTY, VIRGINIA

OFFICE OF THE COUNTY ADMINISTRATOR

R. BRYAN DAVID
COUNTY ADMINISTRATOR

bdavid@orangecountyva.gov
PHONE: (540) 672-3313
FAX: (540) 672-1679
orangecountyva.gov



MAILING ADDRESS:
P. O. Box 111
ORANGE, VA 22960

PHYSICAL ADDRESS:
112 WEST MAIN STREET
ORANGE, VA 22960

POSITION ANNOUNCEMENT

Payroll Accountant

The County of Orange is seeking a full-time Payroll Accountant in its Finance Department.

Duties include, but are not limited to, the following:

- Processing bi-weekly payroll, including validating and entering timesheet information, various pay adjustments, and court-ordered deductions; setting up and verifying new employee information, including deductions and benefits; processing and coordinating advice and payment distribution; reviewing payroll reports for accuracy.
- Assisting in setup and configuration of payroll system to ensure accurate and timely payments; implementing improved automation to maximize payroll productivity, quality, and efficiency.
- Preparing and submitting monthly, quarterly, and annual employment reports, including State and Federal tax payments; processing, verifying, and distributing annual W-2 statements.
- Reviewing and approving various financial transactions prior to payment through payroll; monitoring departmental compliance with time reporting and entry into payroll system.
- Processing accrual of leave through payroll process; monitoring and reporting negative leave balances to Human Resources.
- Performing various periodic financial reconciliations involving general ledger payroll accounts; reconciling employee withholding and County-paid benefits for new hires and terminations with actual submittal of payments to vendors and outside agencies; recommending adjustments as needed.
- Assisting with preparation of payroll-related reports for departments; working with County employees and outside agencies to answer questions related to payroll.
- Researching and preparing recommendations for potential payroll-related issues that could impact the County.
- Responding to inquiries from Federal and State agencies regarding taxable wages, deductions, or other related topics.
- Acting as the point-of-contact for the annual audit; assisting with the preparation of necessary reports; entering adjusting entries; working closely with auditing firm.
- Providing appropriate financial reports to various contracted entities, such as actuaries, cost allocation consultants, worker's compensation, and other insurance consultants.
- Preparing and submitting all reports necessary to ensure compliance with State and Federal payroll-related reporting guidelines.
- Certifying monthly Compensation Board reporting by Constitutional Officers and reconciling reports to payroll records.

Education and Experience

A Bachelor's Degree from an accredited college or university in Accounting or a related field with a minimum of two (2) years experience in accounting (preferred). Competency in computer

operations and the standard suite of Microsoft Office software is required. Competency in the Munis system and experience in local government and payroll operations is desired.

Subject to pre-employment criminal background check.

Hiring Range is \$42,707 - \$55,519, Depending on Qualifications.

Position is open until filled; the first review of applications will begin on July 9, 2018.

Application packets may be picked up in the County Administrator's Office, located at 112 West Main Street, Orange; or by calling (540) 672-3313. County applications may also be downloaded from the County website at www.orangecountyva.gov. EEO.