



HANOVER COUNTY GOVERNMENT
invites applications for the position of:

Payroll Analyst (CD)

SALARY: \$37,073.00 - \$50,049.00 Annually
JOB TYPE: Full-time
LOCATION: Hanover Courthouse, Hanover
DEPARTMENT: Finance and Management Services - Accounting
OPENING DATE: 08/21/19
CLOSING DATE: Continuous

DESCRIPTION:

General Description: The incumbent performs moderately difficult and technical tasks related to the timely and accurate processing of payroll operations for the County, School Board, Regional Jail and Regional Library. Duties include payroll processing, new hire reporting, Virginia Retirement System (VRS) reporting, payroll analysis and reconciliation and related work as required.

Organization: The Payroll Analyst position is part of Hanover County's Career Development Program (CD). The Payroll Analyst Ladder has four (4) levels: Payroll Analyst I, II, III, and Senior. The Payroll Analyst reports to the Payroll Manager or an Accounting Supervisor, and supervises no staff.

Essential Functions: Duties may vary depending on area of assignment

- Reviews/verifies input sources and post payroll related entries.
- Ensures accurate calculation of financial input and adjustments such as employee garnishments.
- Process payroll for all extra pay types/codes.
- Reconcile general ledger accounts associated with payroll processing.
- Prepares and processes remittances to appropriate agencies/third party vendors for funds withheld from paychecks including benefits and payroll taxes and balances to appropriate reports.
- Maintains reconciliation, reporting and payment of VRS retirement, Hybrid employees, life insurance and optional life insurance premiums.
- Reports new hires to the Virginia New Hire Reporting Center.
- Prepares all withholding tax reporting including W-2 preparation.
- Provides general office support and customer service.
- Performs related work as assigned.

Working Conditions:

- Hazards
 - None
- Environment
 - Office
- Physical Effort
 - Minimal
- Exempt or Non-exempt

- Non-Exempt

Knowledge, Skills and Abilities: Requires working knowledge of payroll accounting principles and practices including pertinent federal and state laws, codes and regulations. Must demonstrate the ability to perform mathematical computations with speed and accuracy. Requires good communication skills, both oral and written, and ability to develop and maintain effective working relationships with internal and external customers. Must be able to work independently and be able to prioritize workload in order to meet sensitive deadlines. Experience with financial systems and proficient with analytical tools and queries required.

Education, Experience and Training: High school diploma or equivalent required with a minimum of 3 years of experience plus at least an Intermediate Accounting Course preferred – OR – Any equivalent combination of education, experience and/or training sufficient to demonstrate the knowledge, skills and abilities is acceptable. Higher levels on the Career Ladder require additional education and experience.

Special Conditions:

- Twelve month probationary period
- Criminal Records Check

SPECIAL INSTRUCTIONS TO APPLICANTS:

If you are selected for this position, you will be required to provide a copy of your degree or diploma.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.hanovercounty.gov>

Position #201900137
 PAYROLL ANALYST (CD)
 CC

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

humanresources@hanovercounty.gov

Payroll Analyst (CD) Supplemental Questionnaire

- * 1. Please list the payroll systems you have experience using and describe your level of interaction with each system.

- * 2. How many years of experience do you have reporting to the Virginia Retirement System?
 - No experience reporting to VRS
 - 1-3 years
 - 4-7 years
 - 8-11 years
 - 12+ years

- * 3. How many years of experience do you have processing payroll in a local government or public school setting?
 - No experience in government of public schools
 - 1-3 years
 - 4-7 years
 - 8- 11 years
 - 12+ years

- * 4. If you indicated that you have experience processing payroll for an organization, please indicate the size of the largest organization in which you processed payroll.

- No Experience
- Less than 100 people
- 101-300 people
- 301-500 people
- 501-700 people
- 701-900 people
- 901 + people

* 5. Do you have any of the following certificaitions?

- No Certifications
- CPP
- FPC
- NACPB
- All of the above
- Two of the above

* 6. What is the highest level of education you have completed?

- HS Diploma/GED
- Certificate
- Associate's Degree
- Bachelor's Degree
- Master's Degree

* 7. Describe your level of proficiency with Microsoft Excel.

- Basic
- Intermediate
- Advanced
- Expert

* 8. How many years of experience do you have preparing and/or submitting quarterly tax filings?

- No experience with quarterly tax filings
- 1-3 years
- 4-7 years
- 8-11 years
- 12+ years

* 9. How many years of experience do you have reconciling payroll accounts?

- No experience reconciling accounts
- 1-3 years
- 4-7 years
- 8-11 years
- 12+ years

* 10. Please describe your interest in this position and what aspects of this job most appeal to you

* Required Question