Hanover County Government  
Finance & Management Services  
PAYROLL ANALYST – II, III, OR SENIOR  
Salary Range:$41,000.00 - $67,000.00  
Job Type: Full Time

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 (4) levels: Payroll Analyst I, II, III, or Senior levels. The Payroll Analyst reports to the Payroll Manager, and supervises no staff.

Essential Functions:

- Reviews/verifies input sources and posts payroll related entries.
- Ensures accurate calculation of financial input and adjustments.
- Reconciles general ledger accounts associated with payroll processing.
- Prepares, processes and reconciles remittances to appropriate agencies/third party vendors for funds withheld from paychecks including benefits and payroll taxes.
- 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.
- Works closely with Human Resources regarding employee demographic and pay information, benefit deductions, and employee timekeeping.
- Inputs employee tax withholding and direct deposit information into the payroll system.
- 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 proficiency with analytical tools and queries required.

Education, Experience and Training: Associates degree 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. Proficiency in systems and data analysis preferred. FPC or CPP
certifications preferred. Higher levels on the Career Ladder require additional education and experience.

Special Conditions:

- Twelve-month probationary period
- Criminal Records Check

For more information or to apply for this position, please visit our career site at www.hanovercountyjobs.com