

Payroll Analyst

Accounting Department

Salary Range: \$43,650 - \$74,540

Deadline: 11:59 p.m. May 16, 2021

Chesterfield County's Accounting Department is seeking a Payroll Analyst. Responsibilities include administering, tracking and processing personnel transactions, employee leave benefits and payments such as Short Term Disability, FMLA and Workers' Compensation; process wage attachments in accordance with orders; create/prepare complex worksheets; process payroll transactions; analyze and audit payroll data to ensure an accurate payroll; prepare accounts receivable benefit billing requests; reconcile withholdings/contributions to bills and general ledger; prepare requests for payment to vendors; prepare quarterly, annual and fiscal year reports. Perform other work as required. **Position open until filled (first review begins April 26, 2021). This position is a part of an approved Career Development Plan (CDP) and offers career progression opportunities and salary incentives, as funding permits, based on performance, qualifications, and experience.** Successful candidate will possess an associate's degree in accounting, business or a related field; minimum of three years of accounting/payroll experience; or an equivalent combination of training and experience. Payroll certification preferred (CPP or FPC). Experience with payroll, personnel, benefits, tax reporting and preparing journal entries; possess strong analytical and reconciliation skills with the ability to work independently, with customers and as part of the team; strong computer skills using Excel, Access, Word and automated payroll and timekeeping systems; excellent customer service skills and ability to communicate effectively with all levels of the organization. **Pre-employment drug testing, FBI criminal background check and education/degree verification required.** A Chesterfield County application is required and must be submitted online by deadline. Visit chesterfield.gov/careers to view instructions and to complete and submit an application. (804) 748-1551.

An Equal Opportunity Employer Committed to Workforce Diversity