

Are you the Payroll Professional We are Searching For?

Salary Range: \$35,753.00 - \$53,630*

***Starting pay based on experience and qualifications**

Botetourt County is looking for a full-time **Payroll Specialist**. This is an opportunity for a skilled professional with responsible related experience in a medium-to-large organization.

We are looking for someone who strives to always do the right thing and who wants to make a positive impact in the world beyond themselves. Integrity, honesty and dedication to community service are required character traits.

Besides being able to accurately and efficiently prepare, process, document and report all elements of payroll, the Specialist must be attentive to detail, able to identify and correct isolated errors in large data sets, and able to meet deadlines.

The successful candidate should be knowledgeable of state and federal laws and regulations pertaining to employee compensation, taxation, benefits and other deductions, related to reporting.

It is important to have knowledge and experience with payroll processing applications and the ability to learn and develop proficiency with new applications.

Solving mysteries is not just for detectives; the Payroll Specialist will be called upon to find and correct errors to ensure appropriate and accurate transactions.

The person in this position will assist in the evaluations, selection and implementation of new tools, methods and means to continuously improve operations and outcomes and will support other human resources functions as required. The Specialist will work with staff of other departments and with individual employees to answer questions and provide assistance.

The County's flexible work policy allows the Specialist to work on-site or remotely as desired and consistent with particular work requirements.

BOCO is an Equal Opportunity Employer and seeks to achieve and maintain a workforce comprised of highly qualified and engaged individuals contributing to a diversity of backgrounds, experiences and perspectives that enrich our organization and community and lead to better governance and services.

Application, Resume', and Cover Letter required to be considered for the position.

For full Job Description, benefits outline, and online application go to: www.botetourtva.gov

Position will remain open until filled.