

Are you the Payroll Professional We are Searching For?

Hourly Rate of Pay \$17.19 to \$25.78*

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

Botetourt County is searching for a **part-time Payroll Specialist** to join our Human Resources Department. This position will work an average of 27 hours per week. The position offers holiday pay and accrued leave benefits.

The successful candidate should have a minimum of 3 years' experience in payroll processing and hold an active Fundamentals of Payroll Certification (FPC); Certified Payroll Professional (CPP) preferred.

County payroll is processed once per month on the last working day of the month for approx. 400 employees; most have direct deposit.

Areas of Responsibility:

- Conduct monthly payroll procedures including: Initiating Pay Cycle at the beginning of each month, initiating payroll processing procedures prior to pay day, and finalizing payroll and distribution registers prior to sending to the County Treasurer for approval and payroll check processing.
- Reconcile monthly distribution register after payroll; log differences on an Excel spreadsheet which is sent to the Treasurer's office used to create a journal entry for corrections to the General Ledger.
- Review for completion and approve timecards in the electronic time keeping system; receive and enter time worked in the payroll system for departments not utilizing the electronic time keeping system.
- Set-up payroll deductions for and maintain child support orders, garnishments, tax levies and liens in the payroll system.
- Compute and submit quarterly reports for state tax, 941 for FICA and federal tax, VEC unemployment report, and multiple worksite report for state and federal labor bureaus.
- Serve as key departmental team member in providing assistance to employees inquiries concerning concerning payroll policies and procedures.
- Create and maintain all pay codes, deduction codes, bank codes and annual tax tables in the payroll system.
- Responsible for accurately reporting additions and changes to the 457(b) Deferred Compensation plan and remitting monthly employee deductions.
- Responsible for ensuring the monthly snapshot from Virginia Retirement System is accurate, reconciled with the payroll register and remitting monthly employee deductions.
- Responsible for ensuring monthly changes to optional life insurance through Securian are accurate and remitting monthly employee deductions.
- Submit monthly EFTPS report and payment of federal taxes, file U. S. Department of Labor Statistics Report monthly.

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

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

Botetourt County is an Equal Opportunity Employer.

Position will remain open until filled.