



Fluvanna County, Virginia  
Department of Finance  
Job Description

**FINANCIAL SERVICES SPECIALIST**

<b>Job Class #:</b>	1330
<b>Pay Grade:</b>	15
<b>Category:</b>	Full-time (with benefits)
<b>FLSA Status:</b>	Non-Exempt
<b>Reports To:</b>	Finance Director

**SUMMARY**

The Financial Services Specialist performs complex and specialized work involving the processing, reconciling and maintenance of County payrolls, accounts payable, billing, accounts receivable, journal entries and related records; does related work as required. Work is performed under regular supervision.

**ESSENTIAL FUNCTIONS**

Processes and issues employee paychecks and statements of earnings and deductions. Computes, classifies, and records numerical data to keep financial records complete. Performs any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. May also check the accuracy of figures, calculations, and postings pertaining to transactions recorded by other workers.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Plans, manages and processes full and part-time payroll bi-weekly.
- Advises management and applies IRS regulations concerning taxes and taxable fringe benefits.
- Reviews, analyzes, evaluates and prepares complex monthly financial reports and reconciliations.
- Investigates and coordinates problems of a complex nature and designs corrective procedures.
- Coordinates with Human Resources to integrate employee, payroll and benefit data to ensure best overall organizational practices, and benefit issues and/or needs.
- Processes garnishments for payroll.
- Processes and reconciles optional benefits.
- Processes and reconciles employee deferred compensation.
- Prepares employment reports.
- Processes VRS for retirement contributions and life insurance and reconciles reports.
- Prepares all quarterly payroll tax returns and payroll deposits.
- Processes and reconciles W-2's.
- Maintains complex accounting records in compliance with State and Federal regulations guidelines.
- Provides assistance to outside auditors by preparing work papers and financial reports as required.
- Determines payroll procedures and associated internal controls.
- Provides assistance with implementation and testing of enhancements to payroll software.
- Verifies coding and approval on invoices; inputs invoices on system from generated invoices or purchase orders.
- Verifies accounts payable invoice entry for accuracy; posts accounts payable to general ledger and verifies

- accuracy of posted batches; balances batches with program totals.
- Loads and prints accounts payable checks; runs register and various reports; prepares checks for mailing; files checks, documents and reports; prepares accounts payable schedule. Troubleshoots problems with financial software system.
- Manages and oversees the County EMS Cost Recovery Program; reconciles accounts receivables and billings; collaboration between billing company and providers; review of hardship waivers; program compliance.
- Assists with reconciliation of schools revenues and expenditures.
- Prepares and processes assigned journal entries.
- Answers telephone; greets visitors; responds to complaints and inquiries.
- Receives and processes incoming and outgoing mail.
- Performs related tasks as required.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

Thorough knowledge of payroll, accounts payable, billing and bookkeeping terminology and methods; general knowledge of routine accounting principles and practices as related to the payroll and accounts payable process; thorough knowledge of standard office procedures, practices and equipment; ability to maintain complex financial and payroll records and to prepare financial reports accurately; ability to understand and follow complex oral and written instructions; ability to establish and maintain effective working relationships with associates, vendors and the general public.

**ACCEPTABLE EDUCATION, EXPERIENCE, AND TRAINING**

Any combination of education and experience equivalent to graduation from an accredited community college with major course work in bookkeeping, accounting or related field and considerable experience involving the maintenance of payroll, financial or statistical records.

**WORKING CONDITIONS AND PHYSICAL REQUIREMENTS**

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

Expected hiring range \$20.39 to \$23.45 hr. Depending on qualifications

Excellent Benefits!

(Paid health, dental, and vision, flex spending, life, disability, Virginia retirement)

This position is open until 3/1/2023

Please submit a Resume to jobs@ [jobs@fluvannacounty.org](mailto:jobs@fluvannacounty.org)

Applications are available @ [www.fluvannacounty.org](http://www.fluvannacounty.org)

**POST OFFER REQUIREMENTS**

- Criminal Background Check

<b>Department Head Recommended:</b>	<b>HR Manager Approval as to Form:</b>	<b>County Administrator Recommended:</b>	<b>Board of Supervisors Approved:</b>
April 20,2017	April 27, 2017	April 27, 2017	May 3, 2017