



EMPLOYMENT OPPORTUNITY

Finance Specialist - Payroll

Shenandoah County is inviting applications for the position of *Finance Specialist–Payroll* within the County’s Department of Finance.

Shenandoah County is seeking an energetic, versatile professional to serve as Finance Specialist-Payroll within the County’s Department of Finance. The Finance Specialist-Payroll performs intermediate technical and skilled accounting and clerical work involving the preparation and/or maintenance of fiscal or related records; does related work as required. Work is performed under the general supervision of the Finance Director.

Processes payroll for the County, including preparation of the payroll register, payroll checks, and payroll journal vouchers; thorough knowledge of accounting terminology, methods, procedures, and equipment; thorough knowledge of Microsoft Office Suite; thorough knowledge of computer systems and their application in a variety of office environments; general knowledge of standard office procedures, practices and equipment; general knowledge of accounting principles and related data processing equipment; ability to understand and follow oral and written directions; ability to establish and follow detailed work procedures; ability to post accounts and to perform mathematical computations with speed and accuracy; ability to communicate effectively both orally and in writing in a highly inter-active team-oriented work environment; ability to establish and maintain effective working relationships with associates, vendors and the general public.

Associate’s Degree preferred, supplemented by course work in accounting; one (1) year of experience in governmental accounting or finance or payroll; or equivalent combination of education and experience.

The annual pay range for this FLSA non-exempt position is \$45,292.01 to \$52,085.81, commensurate with qualifications, experience, and internal equity. The County offers an excellent benefits package, including Virginia Retirement System, health and dental insurance, vacation and sick leave, and holidays. The successful candidate must pass a pre-employment, post-offer drug screening and background check.

The County application and position description are available at www.shenandoahcountyva.us/administration/employment/, or in the Office of the County Administrator, 600 North Main Street, Suite 102, Woodstock, VA 22664, 540-459-6165. Qualified applicants should submit a complete application, cover letter, and resume in person or by mail to the attention of Shenandoah County Human Resources, 600 North Main Street, Suite 102, Woodstock, Virginia 22664. Applications may also be submitted electronically to jobs@shenandoahcountyva.us.

The position is open until filled with a first review of applications on Wednesday, July 19, 2023.

Shenandoah County is an Equal Opportunity Employer