

Management Services Specialist II - Payroll/Benefits/AP/Accounting

We are excited to announce that we have made some recent changes to the structure of our Management Services Department. Previously each primary function of this finance department had its own specialist; Payroll and Benefits, Accounts Payable, Purchasing and Budget. We are now seeking to cross-train individuals in all areas. While each specialist will focus on one section at a time, they will also occasionally rotate to the other department areas. This creates contingency support and opportunities to learn and grow in various functions.

Does this sound like an exciting opportunity to you? Come be a part of Campbell County where people and service are our focus. Click below to apply.

[APPLY HERE](#)





**MANAGEMENT SERVICES
NOW HIRING**

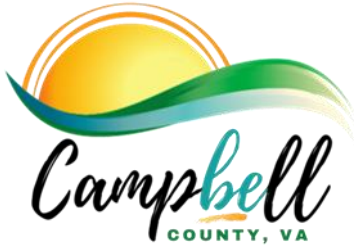
**MANAGEMENT SERVICES
SPECIALIST II**
Payroll/Benefits/AP/Accounting

ARE YOU THE RIGHT PERSON?

IDEAL CANDIDATES WILL:

- *Be Trustworthy and Communicative;*
- *Possess Desired Skills & Talents;*
- *Be Positive and Team-Oriented;*
- *Be Driven & Self-Motivated;*
- *Possess a Growth Mindset; and*
- *Be Willing to Learn & Adapt.*

SUBMIT YOUR APPLICATION ONLINE
www.campbellcountyva.gov/EmploymentOpportunities
Be Welcomed. Be Successful. Be Home.



Management Services Specialist II – Payroll/Benefits/AP/Accounting

Salary Band 3

FLSA: Non-Exempt

Reports to: Supervisory full-time staff as assigned

Staff Supervisory Responsibility: No

We Value

- Trustworthiness
- Openness
- The Highest Ethics
- Efficient Stewardship
- Knowledge
- Collaboration
- Service
- People

General Service Areas/Conditions: Primarily indoor office environment in various departments with occasional site work as required. Ability to occasionally lift and/or move up to 25 lbs. Frequent interaction with the public. Some nights and weekends could be required as needed.

Makes a daily difference in the Campbell County organization and locality through: hard work, open and honest communication, ongoing improvement and accountability.

Performs with excellence, the following tasks, including but not limited to:

- Assist the Payroll/Benefits Manager, Purchasing/Accounts Payable Manager, and the Finance/Budget Manager as directed (becoming cross trained on all three areas);

The normal reoccurring processes related to the Payroll and Benefits functions including:

- Manage the County's Time & Attendance system;
- Responsible for the monthly preparation and processing of County and Social Services payroll;
- Verify and approve payroll information submitted by Constitutional Officers with the Compensation Board;
- Prepare the multiple worksite report and file timely as defined by the Department of Labor;
- Create, deliver and verify accuracy of annual W-2 forms;

The normal reoccurring processes related to the Purchasing and Accounts Payable functions including:

- Reviews all accounts payable invoices, documentation, and reviews credit card receipts to assure proper payment in a timely manner;
- Responsible for the data entry to batch invoices and prepare for payment;
- Prepares and processes monthly journal entries for Campbell County, CCUSA, and Campbell County Schools; HSA payments, health and dental insurance, VRS and ICMA-RC payments, 403(b) contributions, and other journal entries as required;
- Prepares various accounting spreadsheets;
- Assists with the monthly and yearly financial close; runs reports;

The normal reoccurring processes related to the Finance and Budget functions including:

- Records routine ledger entries ensuring state, federal, and accounting standards;
- Provides guidance on routine financial matters to department heads;
- Assists with the budget preparation for CIP requests, operating budget requests and carryover requests;
- Prepares various accounting spreadsheets;
- Assists with the maintenance of the general ledger chart of accounts;

Qualifications:

- High School diploma or GED
 - Desired: Associates degree, or higher, in Accounting, Human Resources or Business Administration
- 2 years of related experience
- Valid Virginia Drivers' License

- Must be Bondable
- Completion of National Incident Management System (IS-100 and IS- 700) within 90 days of employment.

Core Skill Sets:

- Must be proficient with Microsoft Applications with a solid knowledge of Excel
- Must possess excellent communication skills with the ability to be clear and concise, exercising confidentiality when needed
- Knowledge of finance and public/governmental accounting
- Comprehensive understanding of computerized accounting systems
- Must be able to effectively and efficiently organize, prioritize and meet deadlines
- General knowledge of payroll and benefits