

**The Town of Altavista** is seeking qualified applicants for a full-time Human Resources and Accounting Specialist. This position is Monday through Friday, and offers an opportunity to join a dedicated municipal team. Salary is dependent upon qualifications. Applicants must submit both a Town employment application and a résumé. You can find a Town application, and the full description of this position, on Altavista's website at [www.altavistava.gov](http://www.altavistava.gov). Please submit your résumé and completed application by one of the following ways: mail to Town of Altavista, Attn. Tobie Shelton, P.O. Box 420, Altavista VA 24517; or email [tcshelton@altavistava.gov](mailto:tcshelton@altavistava.gov). The Town of Altavista is an equal opportunity employer. This position will remain open until it is filled.

# Human Resources and Accounting Specialist

Dept/Div: Administration/N/A

FLSA Status: Non-Exempt

## General Definition of Work

Performs difficult technical and skilled administrative support work assisting in the financial operations of the department, processing payroll, maintaining financial records and files, preparing reports, and related work as apparent or assigned. Work is performed under the limited supervision of the Finance Director.

## Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

## Essential Functions

Processes payroll, Federal/State taxes, and other payroll deductions; prepares and processes Federal and State reports including 941, VEC, W2's, and others as applicable; prepares documents for Workers' Compensation and annual WC audit.

Assists with compliance for all State and Federal laws and regulations including FLSA, FMLA, EEO, ADA, HIPAA, IRS regulations, COBRA, and others as applicable.

Processes annual OSHA report.

Oversees the processing and maintenance of personnel records and files.

Assists with onboarding new hires; processes terminations; processes benefit enrollments, changes, and terminations of participants; assists employees with benefit issues, concerns, and questions; communicates benefit changes with employees; prepares and submits VRS reports; establishes personnel folders for all new hires.

Administers personnel programs; oversees recruitment and selection process; oversees disciplinary issues and annual performance review process; administers human resources policies; oversees employee benefits administration; makes recommendations for changes in benefits; oversees payroll processes; reviews and maintains pay plan.

Administers Meals Tax, Lodging Tax, Cigarette Tax, and Business License programs; assists customers with the completion of forms and applications.

Updates employee handbook annually as needed.

Types general correspondence, memoranda, reports, schedules, and other materials from rough draft, copy, marginal notes, or verbal instructions; enters a variety of data into computer.

Ensures job descriptions are reviewed and updated, as needed, annually.

Performs accounts receivable functions for payments received; processes and records online payments; balances cash and check receipts; reviews receipts for accuracy and completeness; posts transactions, journal entries, and other documents to the general ledger.

Assists with processing budget information.

Assists with annual audit process.

Assists in preparing and processing manual journal entries to ensure accurate and timely financial reporting.

Reconciles various general ledger accounts.

Answers incoming calls and greets customers as needed.

Assists with daily opening and closing procedures as needed.

Performs related tasks as required.

## Knowledge, Skills and Abilities

General knowledge of accounting and bookkeeping terminology, methods, procedures, and equipment; some knowledge of the principles and practices of public personnel administration; thorough knowledge of standard office procedures, practices, and equipment; skill in the use of personal computers, associated software packages, hardware, and peripheral equipment; ability to understand and follow oral and written directions; ability to follow work procedures; ability to post accounts and to perform mathematical computations with speed and accuracy; ability to establish and maintain effective working relationships with department heads, associates, vendors, and the general public.

## Education and Experience

Associates/Technical degree with coursework in accounting, or related field and moderate experience involving the maintenance of payroll and financial records, or equivalent combination of education and experience.

# Human Resources and Accounting Specialist

## Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires speaking or hearing, using hands to finger, handle or feel and repetitive motions, frequently requires walking and sitting and occasionally requires standing, stooping, kneeling, crouching or crawling, reaching with hands and arms and pushing or pulling; work has standard vision requirements; 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; work requires preparing and analyzing written or computer data and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

## Special Requirements

Commissioned as a Notary Public within six months of hire.  
Valid driver's license in the Commonwealth of Virginia.

Last Revised: 12/11/2025