



## Finance Staff Specialist – Payroll

Westmoreland County is accepting applications for a Finance Staff Specialist – Payroll. The main focus of this position will be to confidentially handle payroll, but may include assistance to Accounts Payable or other routine Finance functions. The work is performed under the supervision of the Director of Finance. The applicant should have a minimum of an Associate's Degree in Business/Accounting/or related field or two (2) years of relatable experience, a Bachelor's degree is desired. Applicants with experience with AS400 and the Bright Municipal Accounting Software are encouraged to apply. You may review the full job description at [www.westmoreland-county.org](http://www.westmoreland-county.org). Applications and resumes should be submitted to [dhahn@westmoreland-county.org](mailto:dhahn@westmoreland-county.org). Position is open until filled with first review to be complete May 3, 2024 with interviews commencing the week of May 6, 2024.



## **FINANCE STAFF SPECIALIST COUNTY ADMINISTRATION**

FLSA Status: Non-Exempt

### **GENERAL DEFINITION OF WORK:**

Performs responsible professional and technical work involving the preparation and maintenance of payroll, accounts payable assistance and other routine functions of the department. The work is performed under the supervision of the Director of Finance.

### **ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

Preparing and maintaining payroll; assistance with accounts payable and other finance functions as needed. (These are intended only as illustrations of the various types of work performed. The omissions of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Prepares County payroll; enters employee information in both the financial system and the Virginia Retirement System (VRS), changes/additions; completes tax and benefit forms associated with payroll; enters benefit changes; receives and inputs timesheets from staff; transmits payroll ACH to the county banking institute; processes payments to vendors for employee benefits; generates, reviews and confirms the VRS monthly snapshot.
- Reviews outstanding check register.
- Prepares a variety of reports as requested by department heads.
- Performs a wide variety of clerical accounting and related tasks.
- Maintains employee personnel files.
- Prepares and processes worker's compensation claims
- Handles the annual worker's compensation audit.
- Back-up for accounts payable when required; maintains records; processes invoices and purchase orders; prepares associated reports.
- Performs related tasks as required.

### **KNOWLEDGE SKILLS AND ABILITIES**

Thorough knowledge of payroll/benefits operations; general knowledge of bookkeeping and accounts payable procedures; ability to make mathematical calculations; ability to operate various office machines and computer equipment with accuracy and speed; ability to meet and deal courteously with the public; ability to communicate effectively both orally and in writing; ability to establish and maintain effective working relationships with associates.



### EDUCATION AND EXPERIENCE

An Associate's Degree in Business/Accounting or a related field or two years of relatable experience required; a Bachelor's Degree desired. Experience working with an AS/400 and the Bright Municipal Accounting software a plus.

### PHYSICAL REQUIREMENTS

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently and a negligible amount of force constantly to move objects; work requires stooping, kneeling, crouching, reaching, walking, 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; preparing and analyzing written or computer data, visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to atmospheric conditions.

### SPECIAL REQUIREMENTS

None

Salary Grade: 20

Salary Range: \$44,091 to \$72,659

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.



# APPLICATION FOR EMPLOYMENT

Please provide complete and legible information. An incomplete application may affect your consideration for employment. If necessary, attach a separate sheet for additional information.

Westmoreland County is committed to a policy of Equal Employment Opportunity and will not discriminate against an applicant or employee based on race, color, religion, creed, national origin or ancestry, sex, age, physical or mental disability, veteran or military status, genetic information, sexual orientation, marital status, or any other legally recognized protected basis under federal, state, or local law. The information collected by this application is solely to determine suitability for employment, verify identity, and maintain employment statistics on applicants.

Applicants with disabilities may be entitled to reasonable accommodation under the Americans with Disabilities Act and certain state or local laws. A reasonable accommodation is a change in the way things are normally done which will ensure an equal employment opportunity without imposing undue hardship on Westmoreland County. Please inform the County's personnel representative if you need assistance completing this application or to otherwise participate in the application process.

## GENERAL INFORMATION

Full Name _____	Date _____		
FIRST _____	MIDDLE _____	LAST _____	
Address _____	CITY _____	STATE _____	ZIP CODE _____
STREET _____			
Phone Number (____) _____	Date available for work _____		
Email (optional) _____			
Are you legally authorized to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Do you now, or will you in the future, require immigration sponsorship for work authorization (e.g., H-1B)? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If hired, verification will be required consistent with federal law.			
Are you at least 18 years old? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If no, you may be required to provide authorization to work.			
Do you have a driver's license? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Operator <input type="checkbox"/> Commercial (CDL)			
Driver's license number _____	State of issue _____	Expiration date: _____	

## POSITION INFORMATION

Position applied for: _____	Salary range expected: _____
Applying for: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Seasonal/Temporary	

## EDUCATION

Type of School	School Name and Location	Number of Years Completed	Diploma, Degree, or Certificate Received	Course of Study or Major
High School (or G.E.D. equivalent)				
College or University				
Graduate School				
Vocational or Trade School				
Other				

## BACKGROUND INFORMATION

For the purpose of verifying information on this application, have you ever worked or attended school under a different name at any of the organizations you have listed? <input type="checkbox"/> Yes <input type="checkbox"/> No      If yes, specify name. _____
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## PERSONAL REFERENCES

List three personal references (other than those listed as a current/former supervisor) that we may contact:	
Name _____	Phone No. (____) _____
Email Address _____	Type of Acquaintance _____
Name _____	Phone No. (____) _____
Email Address _____	Type of Acquaintance _____
Name _____	Phone No. (____) _____
Email Address _____	Type of Acquaintance _____

## EMPLOYMENT RECORD

List all employment experience for the past ten years, starting with the most recent or present employer, including US military service or training. Using a separate section for each position, describe in detail all work experience. You may include as part of your employment history any verifiable work performed on a volunteer basis. Résumés not be substituted in lieu of completing the following employment information.

Current Employer _____ Geographic Location _____ Your Position _____ Supervisor's Name/Title _____ May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No Primary responsibilities _____ _____	Phone (____) _____ From _____ <div style="text-align: center;">Month                  Year</div> To _____ <div style="text-align: center;">Month                  Year</div>
Employer _____ Geographic Location _____ Your Position _____ Supervisor's Name/Title _____ Primary responsibilities _____ _____	Phone (____) _____ From _____ <div style="text-align: center;">Month                  Year</div> To _____ <div style="text-align: center;">Month                  Year</div>
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Employer _____ Geographic Location _____ Your Position _____ Supervisor's Name/Title _____ Primary responsibilities _____ _____	Phone (____) _____ From _____ <div style="text-align: center;">Month                  Year</div> To _____ <div style="text-align: center;">Month                  Year</div>

How did you learn about the position? Check all that apply:

- Westmoreland County's website                 
  Recruiter                 
  Word of mouth                 
  Other  
 Careers website or job board (Monster, Indeed, CareerBuilder, etc.)   
  Social media (LinkedIn, Facebook, etc.)

Have you worked for Westmoreland County before?

- Yes  No    If yes, when? \_\_\_\_\_    Job title: \_\_\_\_\_

Relatives of current employees of Westmoreland County will not be hired if they would be working for, or directly supervising, a current employee. If you receive a conditional offer of employment, you may be asked to identify any relative who is a current employee of Westmoreland County. For purposes of this policy, "relative" is defined as any person who is related by blood or marriage, or whose relationship with the employee is similar to that of people who are related by blood or marriage.

**PLEASE READ CAREFULLY AND INITIAL EACH PARAGRAPH BEFORE SIGNING**

I understand that, where permissible under applicable federal, state, or local law, I may be subject to a pre-employment drug test after receiving a conditional offer of employment and must receive a negative result for illegal drug use before being permitted to commence work with Westmoreland County.

\_\_\_\_\_ Initials

I understand that, where permissible under applicable federal, state, or local law, I may be subject to a pre-employment medical examination after receiving a conditional offer of employment and must meet the qualifications for the position, with or without reasonable accommodation, before being permitted to commence work with Westmoreland County.

\_\_\_\_\_ Initials

I understand that, where permissible under applicable federal, state, or local law, I may be subject to a pre-employment background check after receiving a conditional offer of employment to investigate my criminal background and other matters related to my suitability for employment. I understand that a separate disclosure and consent form will be provided to me prior to any background check.

\_\_\_\_\_ Initials

I understand that employment with Westmoreland County is also contingent on my providing sufficient documentation necessary to establish my identity and eligibility to work in the United States.

\_\_\_\_\_ Initials

I authorize Westmoreland County and its representatives to contact my current and former employers (with the exception of my current employer, if I have marked "May we contact?" on page 3 of this application as "No"), schools, references, and other persons or organizations I have named in this application for the purpose of verifying the information I have provided. I release my current and former employers, schools, references, and other persons or organizations named in this application from any liability resulting from the information released. I authorize employers, schools, and other persons or organizations named in this application to provide any information or transcripts requested.

\_\_\_\_\_ Initials

I hereby certify that, if employed, my employment with Westmoreland County will not conflict with, violate, breach, or result in default under, any contract, agreement, or understanding that I am a party to or am bound by, including any non-solicitation, non-competition, or other similar post-employment restriction or agreement I have with any current or former employer, other than the contracts, agreements, covenants, or understandings I have disclosed in this application, if any.

\_\_\_\_\_ Initials

**I understand and agree that, if hired, my employment will be at will, which means employment is for an indefinite period of time and may be terminated by myself or Westmoreland County at any time, with or without cause, and with or without notice.**

\_\_\_\_\_ Initials

I certify that all of the above information is true and complete and I understand that any falsification or omission of information made by me may disqualify me from further consideration for employment or, if hired, may result in my termination at any time during the period of my employment, regardless of the amount of time that has passed.

\_\_\_\_\_ Initials

Note: An offer of employment is conditioned upon complying with Westmoreland County's requirements including, but not limited to, signing a separate disclosure and consent form prior to any background check.

**MY SIGNATURE IS EVIDENCE THAT I HAVE READ AND AGREE WITH THE ABOVE STATEMENTS.**

Applicant's signature \_\_\_\_\_

Date \_\_\_\_\_