



FINANCE DEPARTMENT FINANCE STAFF SPECIALIST III

Westmoreland County is seeking a detail-oriented professional to join our Finance Department as a **Finance Staff Specialist III**. This key role supports critical financial operations while providing essential administrative assistance across departments.

The Finance Staff Specialist III will manage county payroll processing and related human resources functions. This position provides administrative support to Emergency Medical Services (EMS) and serves as backup for accounts payable operations. The role includes performing financial record-keeping

Candidates should possess an Associate's Degree in Business Administration, Accounting, or related field, or two (2) years of relatable experience; Bachelor's degree preferred. A minimum of three (3) years of relevant financial/administrative experience is required. Proficiency with accounting software is essential, and experience with AS400 and Bright Municipal Accounting Software is highly desirable.

This position reports directly to the Director of Finance. It is a full-time role with a competitive benefits package. The Finance Staff Specialist III offers an opportunity to serve your community in a dynamic government environment.

HOW TO APPLY:

View the complete job description at: www.westmoreland-county.org

Please submit your resume and application to:

Karen Foxwell, Finance Director

Email: kfoxwell@westmoreland-county.org

Position remains open until filled

Westmoreland County is an Equal Opportunity Employer



FINANCE DEPARTMENT FINANCE STAFF SPECIALIST III

FLSA Status: Non-Exempt

GENERAL DEFINITION OF WORK:

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

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Assist with preparation and maintenance of County payroll; and other finance and administrative 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.)

- Assist Payroll Specialist with preparation of County payroll and other tasks related to payroll;
- Enter employee information in both the financial system and the Virginia Retirement System (VRS), including changes and additions;
- Complete tax and benefit forms associated with payroll, including changes;
- Receive and input county employee timesheets;
- Prepare a variety of reports as requested by department heads;
- Prepare and process worker's compensation claims;
- Compile, process and input payroll information for the EMS Department;
- Process EMS bills and invoices;
- Management of EMS personnel records and trailing files, including assisting in preparation of regular reports and summaries of department activities; and
- Prepare and update EMS Department master schedule, including staff calendars, shift assignments, training sessions and department meetings.

KNOWLEDGE SKILLS AND ABILITIES:

- Knowledge of payroll/benefits operations, general knowledge of bookkeeping and accounts payable procedures, and ability to make mathematical calculations;
- Proficiency in office software; including Microsoft Office Suit and Adobe Acrobat;
- Excellent organizational ability to manage multiple tasks and priorities;
- Effective verbal and written communication skills;

- Strong customer service orientation and ability to work collaboratively with other departments within the County;
- Demonstrate ability to handle sensitive information with discretion; and
- Ability to work independently and meet deadlines.

EDUCATION AND EXPERIENCE:

An Associate's Degree in Business Administration/Accounting, or related field; or two (2) years of relatable experience; Bachelor's degree preferred. Also, a minimum of three (3) years of relevant financial/administrative experience is required. Proficiency with accounting software is essential, and experience with AS400 and Bright Municipal Accounting Software is highly desirable.

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:

References and Required Background Check

Salary Range: \$55,384.00 Minimum; \$69,241.00 Midpoint; \$83,099.00 Maximum



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 _____				
STREET		CITY	STATE	ZIP CODE
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? ☐ Yes ☐ No If yes, specify name. _____

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 _____ Month Year To _____ Month Year
Employer _____ Geographic Location _____ Your Position _____ Supervisor's Name/Title _____ Primary responsibilities _____ _____	Phone () _____ From _____ Month Year To _____ Month Year
Employer _____ Geographic Location _____ Your Position _____ Supervisor's Name/Title _____ Primary responsibilities _____ _____	Phone () _____ From _____ Month Year To _____ Month Year
Employer _____ Geographic Location _____ Your Position _____ Supervisor's Name/Title _____ Primary responsibilities _____ _____	Phone () _____ From _____ Month Year To _____ Month Year

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 _____