



NOTICE OF POSITION AVAILABILITY

PAYROLL BENEFITS SPECIALIST – Part-Time

COUNTY OF KING WILLIAM, VIRGINIA

The County of King William, Virginia is currently seeking applications for the above part-time position (25 hours per week) until filled. The Position Description for this position follows. The starting salary range is \$18.00 to \$23.50 per hour, depending upon qualifications and experience. Completed King William County Applications for Employment with resumes and professional references will be accepted at the County Administrators Office, 180 Horse Landing Road #4, King William, VA 23086. Questions concerning this position should be directed to Olivia Schools, at 804- 769-4927. The County of King William, Virginia is an Equal Opportunity Employer.

KING WILLIAM COUNTY
PAYROLL BENEFITS SPECIALIST – Part-Time Position
FINANCE DEPARTMENT

Hourly Salary Range: \$18.00 - \$23.50 per Hour
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GENERAL DESCRIPTION:

This is a part-time administrative position which performs a variety of functions within the area of payroll and benefits administration. The Payroll Benefits Specialist will work 25 hours per week with final schedule to be determined upon hire.

The Payroll Benefits Specialist is a position within the Finance Department and reports to the County Administrator.

ESSENTIAL FUNCTIONS:

- Responsible for processing payroll operations for the County on a monthly basis.
- Responsible for the Virginia Retirement System (VRS) entries, reconciliation, transmittal and reporting.
- Provides payroll analysis and reconciliation.
- Coordinates training on employee benefits, open enrollment and employee orientation for County employees.
- Conducts onboarding of new hires/transfers and exit interviews to include all related paperwork.
- Coordinates voluntary and involuntary benefits for employees and assist employees as needed.
- Researches information to assist with the development of employee benefits.
- Processes FMLA, VEC, STD and Worker's Compensation paperwork and attains compliance with statutory and regulatory requirements.
- Interprets policies, procedures and payroll issues as well as assist in the development of policies and procedures.
- Provides support to employees concerning benefit eligibility, program details, acts as an intermediary for the employee when necessary and provides general support as needed.
- Conducts employment verifications and background checks.
- Prepares and processes remittances to appropriate agencies/third party vendors for funds withheld from pay checks including benefits and payroll taxes and balances to appropriate reports.
- Prepares all withholding tax reporting including W-2 preparation and submit information in a timely manner.
- Maintains all personnel files and keeps confidential.

- Publishes job postings to County website as well as other public sites as needed. Closes out postings and ensures they are removed from websites.
- Accepts resumes and applications and distributes to hiring manager promptly.
- Captures all applications and interview documents and maintains files.
- Manages the County health coverage plan, updates as changes occur, keeps employees informed of changes to program and works with County Administrator in reviewing programs offered and costs associated each budget cycle.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Working knowledge of the principles of employment law and benefits administration preferred. Computer skills required, preferably in Microsoft Office programs. Familiarity with Human Resource and Payroll System preferred. Ability to operate general office equipment, including computers; ability to communicate clearly and concisely, both orally and in writing; ability to establish effective working relationships; detail oriented and strong organizational skills.

EDUCATION AND EXPERIENCE:

High school diploma or equivalent required with at least three (3) years related experience – OR- any equivalent combination of education, experience and/or training sufficient to denote the knowledge, skills and abilities is acceptable.