

GRAYSON COUNTY FINANCE DEPARTMENT

Full-time Accounts Payable/Payroll Clerk

Job Description

Performs difficult and intermediate skilled administrative support work preparing, processing and maintaining accounts payable and payroll, financial records and files, employee deductions, verifying account accuracy, preparing and maintaining files and computerized records system, and related work as apparent or assigned. Work is performed under the moderate supervision of the Finance Director.

Essential Functions

- Verifies receipts and invoices for accuracy and appropriate account coding; enters invoices into computer system; runs reports, reconciles accounts, and generates checks.
- Submits checks/invoice vouchers for approval and files paid invoices.
- Maintains and processes 1099s.
- Pulls paid invoices and compiles for auditors; transfers paid invoices to storage.
- Manages records retention schedules and proper disposal of records.
- Processes payroll; processes timesheets; enters time and leave into computer system; tracks and posts accrued and used leave, prints and reconciles payroll reports, prints payroll checks; creates backup of payroll information; stuffs and sorts payroll checks/direct deposit receipts.
- Initiates payment of federal, state and vendor deposits.
- Prepares various federal and state reports; prepares and prints W-2 forms; prepares monthly and quarterly spreadsheets to verify payroll totals and tax withholdings on payroll reports.
- Reconciles vendor invoices for health, dental, vision, life insurance and supplemental insurance benefits to deductions.
- Computes monthly payments and reports income to the Virginia Retirement System for all employees; maintains related records.
- Establishes deductions in payroll system; answers questions and resolves payroll questions/problems.

Knowledge, Skills and Abilities: General knowledge of generally accepted governmental accounting terminology, principles, methods, procedures and equipment; general knowledge of routine accounting principles; thorough knowledge of payroll systems and benefit program administration and the associated methodology, processes and terminology; general knowledge of standard office methods, techniques and procedures, business English, spelling and arithmetic; general knowledge of and ability to operate personal computers, associated hardware, software and peripheral equipment; ability to understand and follow oral and written directions; ability to perform mathematical computations with speed and accuracy; ability to establish and maintain effective working relationships with associates, vendors and the general public.

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

All candidates must provide a **completed Virginia State Application** (can access from website listed below) no later than Wednesday, November 23rd, 2016 at 12:00 noon to: Grayson County Administration, PO Box 217, Independence, VA 24348.

Grayson County website: www.graysoncountyva.gov – look under public services.

Grayson County is an EEO/AA employer.