

PAYROLL MANAGER

GRADE 38

FLSA Status: Exempt

GENERAL DEFINITION OF WORK:

Performs intermediate professional work involving the preparation and/or maintenance of fiscal and related records; does related work as required. Work is performed under general supervision. Supervision is exercised over subordinate personnel.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Coordinating and preparing accounting, budget and related financial statements and reports; maintaining financial records and files; preparing financial reports.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Performs difficult analytical professional and administrative work related to planning, preparing, maintaining, monitoring and evaluating complex financial records and reports of County and Schools operations.
- Plans, directs, manages and reconciles County and School payroll.
- Advises senior management on IRS regulations concerning taxes and taxable fringe benefits.
- Assist in a variety of complex assignments including the maintenance of numerous funds and accounts for the County and Schools.
- Serves as liaison with departments to explain accounting procedures.
- Analyzes impact of accounting issues and new accounting pronouncements on current operations and recommends means of implementation.
- Maintains complex accounting records in compliance with State and Federal regulations and guidelines.
- Reviews and analyzes the impact of legislative, regulatory, judicial and other issues affecting or related to County financial matters.
- Reviews, analyzes, evaluates and prepares complex monthly financial transactions, reports, analyses, and reconciliations relating to all operations, capital projects, fixed assets, investments and debt.
- Schedules and supervises or performs audits and investigations to ensure the authenticity and legality of expenditures.
- Provides expertise and assistance to the Director of Finance and other department heads as requested.
- Participates in the formulation, documentation and administration of accounting policies and procedures
- Reviews long-range revenue and expenditure estimates to ensure availability of funds
- Serves as agency contact and expert on fiscal automation
- Provides assistance to outside auditors by preparing work papers and financial reports as required.
- Oversees the maintenance of numerous funds/sub-funds and accounts including planning, organizing and participating in the reconciliation of assigned funds.
- Reviews and verifies postings to appropriate ledgers and subsidiary accounts.
- Monitors and arranges debt service activity for all existing issues of the County's general obligations and revenue bonds.
- May supervise lower-level professional and/or paraprofessional accounting support staff.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Comprehensive knowledge of the principles, methods and practices of governmental accounting and fiscal management, and the ability to apply them to complex governmental accounting systems; thorough knowledge of the Federal, State and County laws and regulations governing County financial matters; thorough knowledge of modern office methods, practices and equipment; ability to plan, direct and supervise to activities of professional accountants engaged in complex accounting work; ability to prepare, coordinate and maintain comprehensive complex financial reports and records; ability to analyze and evaluate complex financial systems; ability to express technical ideas effectively, both orally and in writing; ability to plan and supervise the work of subordinates; ability to develop and implement sound accounting policies and procedures; ability to establish and maintain effective working relationships with officials, associates and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in accounting or related field and considerable governmental finance experience.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires 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; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the Commonwealth of Virginia. Must pass a criminal background check and credit history check.

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

Confidentiality Statement

I acknowledge and understand that I may have access to confidential information regarding [employees, students, patients, inmates, and the public]. In addition, I acknowledge and understand that I may have access to proprietary or other confidential business information belonging to Fauquier County. Therefore, except as required by law, I agree that I will not:

- Access data that is unrelated to my job duties at Fauquier County.
- Disclose to any other person, or allow any other person to any information related to Fauquier County that is proprietary or confidential and/or pertains to [employees, students, patients, inmates, the public]. Disclosure of information includes, but is not limited to, verbal discussions, FAX transmissions, electronic mail messages, voice mail communication, written documentation, "loaning" computer access codes, and/or another transmission or sharing of data.

I understand that Fauquier County and its [employees, students, patients, inmates, the public], staff or others may suffer irreparable harm by disclosure of proprietary or confidential information and that Fauquier County may seek legal remedies available to it should such disclosure occur. Further, I understand that violations of this agreement may result in disciplinary action up to, and including, termination of employment.

I have reviewed my job description with my supervisor and understand the duties assigned to me and the measures to which I will be held accountable.

Date _____	Name _____
	Signature _____
Date _____	Supervisor _____
	Signature _____

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