



Payroll & Human Resource Coordinator Position

The Payroll Coordinator is responsible for processing payroll for all County employees timely and accurately in accordance with complex federal and state regulations. The Payroll Coordinator oversees all functional aspects of the payroll operation including ensuring the accurate and timely completion of all payrolls, directing, and supervising departmental staff, responding to employee inquiries regarding payroll transactions, ensuring compliance with federal and state tax regulations and completing various monthly, quarterly, and annual reconciliations and certifications.

As the Payroll Coordinator is responsible for the processing and reconciliation of tax deposits, quarterly, and yearly tax reporting including filing of W-2s. This position serves as the primary liaison with administration as well as serving as the primary contact for departments for timekeeping and payroll-related questions. This position is responsible for approving payroll adjustments, reconciliation of corresponding ledger accounts and posting of necessary journal entries.

As the Human Resource Coordinator position performs complex professional and administrative work planning and implementing the County's overall Human Resources programs and policies in support of the County's mission, vision, and values. This position is directly responsible for providing direction of functions including, but not limited to, classification and compensation, employee training and development, employee benefits, payroll, and employee records, performance management, and employee relations. Functions ensure County compliance with all personnel laws, regulations, and policies at the federal, state, and local levels.

Essential Functions

- Experienced payroll coordinator with comprehensive knowledge of the payroll function and best practices; this includes federal and state regulations regarding taxation, wages, garnishments and the Fair Labor Standards Act. Business acumen with experience in fiscal operations management and accounting including a demonstrated ability to apply and adapt accounting principles and methods to a variety of fiscal situations.
- Considerable experience with complex integrated Payroll, HRIS and financial systems. Excellent written and oral communication skills including the ability to communicate effectively with employees, departments, and agencies external to the County and provide customer service in a timely and professional manner.
- Maintains organizational compliance with federal, state, and local laws pertaining to all Human Resources matters.
- Oversees the development and administration of Human Resources programs designed to attract, develop, and retain excellent employees; and policies and practices designed to align the organizations behavior with its values.

- Develops, implements, communicates, and interprets policies and procedures; maintains the Human Resources Policy Manual.
- Coordinates the County's Human Resource program including classification and pay, employee relations, recruitment and selection, grievance procedures, EEO and diversity initiatives, safety, performance appraisals, and benefit administration.
- Assists the County Administrator, elected officials, department directors, supervisors and employees on all Human Resources related matters.
- Handles employee relations issues. Oversees investigations and advises staff regarding complaints, performance issues, and disciplinary actions.
- Coordinates the employee recruitment and hiring process; advertises job openings; reviews applications; schedules and coordinates interviews.
- Oversees drug and alcohol screenings and pre-employment background checks.
- Administers and coordinates employee benefits. Conducts yearly open enrollments for health insurance and voluntary benefit plans for employees.
- Maintains, coordinates, and monitors employee records and related documentation for County employees and acts as legal custodian of those records.
- Coordinates the Human Resources/Payroll administration functions and reviews and approves keyed transactions.
- Oversees Workers' Compensation administration and claim processing.
- Coordinates and administers employee recognition events.
- Counsels' employees on retirement.
- Performs other assigned duties.

Knowledge, Skills, and Abilities

- Knowledge of the principles of personnel and payroll administration, classification, and compensation and of Federal/State employment and tax laws.
- Skill in effective communication, both verbally and in writing.
- Skill in the use of computers and software applications related to the essential functions of the job.
- Skills in human resource management, preferably in the public sector, which shall have included supervisory experience.
- Skill in and ability to work in multiple program areas simultaneously.
- Ability to meet deadlines during varying workload periods.
- Ability to communicate effectively, orally and in writing.
- Ability to present facts and recommendations.

- Ability to lead teams and facilitate groups.
- Ability to maintain effective working relationships with employees, departments, County officials, representatives from outside agencies, other localities, and the public.
- Ability to plan, supervise and review the work of subordinates.

Education, Experience, and Training

- Bachelor's degree in human resources, Business, Public Administration, or a related field with eight (8) years of progressively responsible experience in personal and payroll administration and three (3) years of which must have been in a supervisory or managerial role.
- Master's degree and/or certification as a Human Resource professional preferred.
- Extensive experience in personnel management in a local or state government setting is preferred.
- Valid State of Virginia Driver's License.

Preferred Qualifications

- Human Resources Certification i.e., SHRM-CP, SHRM-SCP, PHR, SPHR
- Payroll experience in state government and/or higher education. Working knowledge of the Finance and/or Human Resource systems.

Benefits

Russell County Government offers an excellent benefits package that includes health, dental and vision, vacation, and sick leave as well as retirement benefits for all regular full-time employees. Russell County participates in the Virginia Retirement System (VRS).

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