

Job Title:	Senior Accountant, Payroll
Grade Level/Terms of Employment:	Grade 121 / 260 days (12 months)
FLSA Status:	Exempt
Work Location:	Finance Department
Immediate Supervisor:	Payroll Manager

General Description:

The Senior Accountant performs complex accounting functions to facilitate the overall efficiency of the Finance Department in the areas of payroll and general ledger, ensuring compliance with mandated requirements, and maintaining confidential employee records.

Essential Duties and Responsibilities:

- Prepares, analyzes, and reconciles various payroll and general ledger reports
- Prepares balance sheet reconciliations and corrects journal voucher entries
- Prepares, maintains, and reconciles retirement contribution payments for Virginia Retirement System (VRS), 403(B), and 457 and reconciles retirement general ledger accounts
- Assists with the year-end audit and the preparation of the Comprehensive Annual Financial Report (CAFR) and various other financial reports
- Processes regular and supplemental semimonthly payroll
- Processes benefit deduction refunds
- Prepares payroll tax deposit and benefit contribution payments
- Writes, updates and maintains a comprehensive policy and procedures manual for assigned tasks
- Performs related work as assigned

Qualifications:

- Bachelor's degree in accounting, finance, or related field required
- At least five years of progressive experience in government or general accounting
- Extensive knowledge of payroll functions including preparation, balancing, internal control and payroll taxes
- Experience in analyzing, interpreting, and preparing fiscal/accounting records and reconciling general ledger accounts
- Experience with the Virginia Retirement Systems preferred
- Excellent planning and organizational skills, including a keen attention to detail
- Outstanding interpersonal and communication (verbal and written) skills
- Strong analytical, problem solving, decision making skills
- Strong time management skills and ability to meet multiple deadlines; ability to work under pressure
- Proficiency in using Microsoft Office products, Google applications and other business solutions software
- Bilingual/fluency in Spanish preferred

