FINANCIAL SERVICES SPECIALIST I, #00009
(Working Title: Payroll Supervisor)

J. Sargeant Reynolds Community College is the third largest community college in Virginia and offers a variety of programs and services to the residents of the City of Richmond and five surrounding counties. Annually, our three campuses serve over 19,000 credit students and provide training for an additional 11,000 students through the Community College Workforce Alliance. During our 44-year history we have educated more than 300,000 people in the Richmond area. Additional information is available at the College’s Website: www.reynolds.edu.

Reynolds is seeking applicants who share in its commitment to students and teamwork. The College supports a culture of life-long learning, celebrating its diversity, and recruiting and retaining star quality employees. It is currently seeking applicants for the position of Financial Services Specialist I, Pay Band 4. This position will be assigned to Financial Operations, Parham Road Campus, 1651 E. Parham Road, and will direct payroll functions for 600 full-time and 600 part-time college employees.

**TYPE OF APPOINTMENT:** Full-time classified position with state benefits.

**DUTIES:** The Payroll Supervisor performs payroll accounting functions, reports management, and provides training on policies, procedures and regulations related to establishing new employee payroll records, and the processing and disbursing of payrolls to full-time and part-time administrative, professional and teaching faculty, classified staff, adjunct faculty, wage/hourly and work/study employees. The Payroll Supervisor ensures timely and accurate reconciliation of complex payroll and benefits records; and acts as the liaison between the Office of Human Resources, Department of Technology, department heads, faculty/staff and the Payroll Unit in providing explanations and guidance in understanding the pay process and reports. This is a working supervisor position and is responsible for directing the work of others, planning and evaluating staff’s work performance, meeting multiple overlapping pay processing schedules/dates while ensuring strict compliance with federal, state and VCCS accounting and payroll regulations.

**QUALIFICATIONS REQUIRED:** Considerable working knowledge of accounting principles and practices. Working knowledge of office procedures and equipment including proficiency with Microsoft Office software. Demonstrated ability to perform detailed numerical work requiring accurate and expedited calculations. Demonstrated ability to analyze transactions to ensure conformity with procedures, policies and regulations. Demonstrated ability to supervise and direct the work of employees; and to communicate effectively, orally and in writing. High school graduate or equivalent. The selected candidate must be able to pass the college’s pre-employment security screening.

**QUALIFICATIONS PREFERRED:** Bachelor’s degree in Accounting or related field is preferred. Experience with PeopleSoft Human Resources and/or Payroll (HRMS); Commonwealth Integrated Payroll/Personnel System (CIPPS), Department of Accounts (DOA) and the Commonwealth Accounting Policies and Procedures (CAPP) Manual are also preferred.

**PAY BAND RANGE:** $32,619 - $74,617

**STARTING SALARY:** Approximate starting salary, $32,619- $53,948, based on related full-time experience and pre-employment salary.

**APPLICATION DEADLINE:** Applications will be accepted through May 13, 2016.

**APPLICATION PROCESS:** To apply for this or any other vacant Reynolds position, please visit the Virginia Jobs website https://virginiajobs.peopleadmin.com.

**CONTACT INFORMATION:** Emily Duncan, Classified Recruitment and Wage Employment Coordinator
Phone: (804) 523-5874
Email: eduncan@reynolds.edu

J. Sargeant Reynolds Community College does not discriminate on the basis of age, color, disability, family medical history or genetic information, military service, national origin, parental status, political affiliation, race, religion, sex (including pregnancy and gender identity), sexual orientation, or any other non-merit based factor in its employment opportunities, programs, services, and activities. Employment-related inquiries regarding the college’s nondiscrimination policy should be addressed to:

EEO Officer, EEO@Reynolds.edu