

Class Title: Human Resources Analyst	Department: Administration
FLSA Classification: Non-Exempt	

POSITION DESCRIPTION

GENERAL PURPOSE

Performs routine clerical, accounting, and administrative work in accounts payable, accounts receivable, payroll, risk management, benefits administration, and general administration.

SUPERVISION RECEIVED

Works under the direct supervision of the County Administrator.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Prepares and verifies monthly payrolls; prepares, disperses, and collects time sheets. Responsible for verification of time records. Responsible for transmittal of all payroll records to appropriate banking institutions for employees of the County of Mathews.

Handles the benefits for both the employees of the County of Mathews and the Mathews County Social Services. This includes maintaining up to-date salary information in VRS, MissionSquare, and with the various vendors that are paid through payroll deductions. Prepares employee benefit payments, maintains related data, and prepares related reports. Reconciles fringe benefit payments to invoices to include those from the Mathews Social Services.

Maintains data on full-time and part-time employees including total hours for ACA reporting, changes in name or address, salary changes, exemptions, and insurance, and maintains vacation and sick leave records.

Responsible for onboarding of new employees for both the County of Mathews and the Mathews County Social Services.

Responsible for all Cobra notifications, HIPPA reporting, and New Hire reporting as required by law. In addition, maintains reports detailing headcount for full-time employees and the headcount equivalent for part-time employees for the ACA.

Calculates and pays state taxes, monthly federal taxes, medical premiums, retirement sums, etc. Answers employee questions regarding payroll checks and/or benefits.

Prepares monthly, quarterly, and annual payroll reports.

Serves as Core user for the DHRM systems including the conversion from the HuRMan system to the CARDINAL system.

Attends VRSA meetings for Human Resource issues. Sometimes hosts VRSA meetings for counties and townships in the Middle Peninsula and Northern Neck areas to provide training on key issues such as FOIA.

Works with VACORP for Hybrid Disability Claims. This requires attending meetings on a quarterly basis to learn about any changes in procedures.

Works with VRS and MissionStation for VRS 1, VRS 2, and VRS Hybrid. Assists employees with benefit changes, retirement options, and the available investment options. Training is required each quarter to review current procedures.

Is a member of the BAI Group for users of the Bright System. Hosts meetings for the group as the meetings rotate to the various areas served by the members.

Prepares and distributes the annual Open Enrollment for full time employee working for the County of Mathews and the Mathews County Social Services. Also assists with any Mid-Year Qualifying Event changes that employees may encounter.

Serves as back up to the Accounts Payable Technician. Processes claims and vouchers for payment. Verifies all claims against current budget. Responsible for setting up and maintaining a claims filing system and vendor filing system. Responsible for corrections to postings, void checks, and expenditure refunds.

Disburses County funds upon approval from County Administrator and/or the Board of Supervisors.

Accumulates, calculates, posts, balances, and reconciles data for specific accounts and payroll, checks against warrant registers; identifies, traces, and otherwise resolves discrepancies in accordance with established procedures.

Prepares periodic financial, statistical, or operational reports as assigned.

Works with the Senior Executive Associate/Deputy Clerk to maintain the Records Retention and Disposition Schedule as mandated by the Library of Virginia.

Assists with reconciling and producing and distributing W-2's each calendar year. Responsible for setting up accounting system with current tax tables, calendars, etc.

Serves as Human Resources support for the County Administrator; schedules interviews and participates in interviews.

Assists with implementing and maintaining personnel policies and updating employee

handbook

Tracks and monitors FMLA applications and eligibility.

Tracks employee leave balances and maintains accurate records of use and accruals.

Maintains accurate personnel records, both digitally and hardcopy as required by law. Serves as custodian for employee personnel files

PERIPHERAL DUTIES

Serves as back-up support for Accounting Analyst

Provides clerical support, office coverage and telephone coverage as needed.

Composes, inputs, and edits a variety of correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness.

Works closely with the Assistant to the County Administrator and Treasurer in all accounting related activity for the County.

Maintains filing of all documentation on a regular and routine basis.

Performs other duties as assigned.

Serves as Notary Public.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from a high school or GED equivalent with specialized course work in general office practices such as typing, accounting, data processing, and
- (B) Two (2) years of increasingly responsible related experience, or any equivalent combination of education and experience.

Necessary Knowledge, Skills, and Abilities:

- (A) Working knowledge of computers and electronic data processing; working knowledge of modern office practices and procedures; working knowledge of governmental accounting principles and practices.
- (B) Skill in operating listed tools and equipment.
- (C) Ability to perform arithmetic computations accurately and quickly; ability to communicate

effectively verbally and in writing; ability to establish successful working relationships; ability to work under pressure and/or frequent interruptions.

SPECIAL REQUIREMENTS

Must be bondable.

Notary Public for the Commonwealth of Virginia

TOOLS AND EQUIPMENT USED

Personal computer in a Windows Networking environment, including word processing and spreadsheet software; central financial computer; 10-key calculator, phone, fax, copy machine and postage machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to operate, finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderately quiet.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them

from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I acknowledge that I have received and have been given the opportunity to read this approved job description for my position with Mathews County. I understand the specific duties expected of me in my position with Mathews County, Virginia.

Approved by:	
Date approved:	<i>April 2022</i>
Reviewed:	