

Nelson County Job Posting:

Job Title: Finance & HR Specialist
Department: Finance & Human Resources
Hiring Range: \$44,829 – \$56,036 (DOQ) + Excellent Benefits Package
Posting Date: September 25, 2023
Closing Date: Until filled by qualified applicant

Nelson County, VA is seeking qualified applicants with experience in payroll and benefits administration, human resources, and a general knowledge of accounts payable, accounts receivable, and budget preparation and analysis.

The successful candidate must be detail and people oriented, will assist in recruiting, interviewing and processing employee hires. Must possess a working knowledge of payroll procedures, benefits administration, and General Ledger reconciliation. In addition, the candidate must have skills in general office record keeping and be able to perform complex calculations and data analysis. Knowledge of basic accounting, budget principles and Microsoft Office applications is required. Experience with Bright and Associates Municipal Software (BAI) and experience in a local government setting is desirable.

A four-year college degree in finance or accounting or a combination of education and four (4) years of experience in a related field is preferred. Interested applicants must submit a resume, Nelson County Employment Application, and at least three (3) references to: Nelson County Department of Finance & Human Resources, PO Box 336, Lovingson, VA 22949, or by fax to 434-263-7134, or electronically to Judy Seraphin at jseraphin@nelsoncounty.org. The application form may be completed online or downloaded at <https://www.nelsoncounty-va.gov/departments-offices/human-resources/employment-opportunities/> EOE.