

Essex County



Job Title: Payroll & Human Resources Manager

Status: Full time, Salary: \$44,778 – \$71,645

Pay Grade: 114, FLSA Status: Exempt

Essex County, Virginia, is accepting applications for the new position of Payroll & Human Resources Manager. This position will prepare the County's payroll and benefits for payment on a bi-weekly basis and prepare all quarterly and annual reporting and tax filings for payroll. This individual will manage the County's human resources function to include recruiting, interviewing, onboarding, management of personnel policy, managing employee grievance procedures, and management of employee related insurances. The County is transitioning to a new enterprise software system and the selected individual will be responsible for the learning and use of the payroll/human resources functions of the system. This position requires a high degree of tact, courtesy, firmness and discretion in frequent contact with employees, agencies and the public. This position will report to and be under the supervision of the Deputy County Administrator.

Any combination of education and experience equivalent to a Bachelor's degree in accounting, public or business administration, human resources, or related field associated with essential job functions, and five (5) years of progressive accounting/payroll experience to include use with computerized payroll systems. A combination of accounting/payroll and human resources experience with a unit of local government is preferred. FPC, CPP, PHR and/or SPHR certification preferred. The County provides a competitive salary with excellent benefits.

For further information visit the County website at http://www.essex-virginia.org/county_government/employment for a complete job description and employment application. To be considered a completed County employment application form, cover letter, and resume is to be submitted to Pamela Z. Smith, Assistant County Administrator, PO Box 1079, Tappahannock, VA 22560. For further information on the position, County benefits, and applying please call Mrs. Smith at (804) 443-8155. Open until filled. Applications will be reviewed when received.

Essex County is an equal opportunity provider.