

## **Payroll & Human Resources Manager, Essex County**

**Essex County is seeking qualified applicants for the position of Payroll & Human Resources Manager.**

**Salary: \$44,778.34- \$58,211.85 DOQ/DOE (+) benefits.**

Essex County is seeking an individual responsible for the preparation and processing of county employees pay and benefits; and the calculation, input, withholding, and payment of all deductions; and quarterly, fiscal, and year-end reconciliations and reporting. Also responsible for personnel management including employee hiring process, benefit orientation, open enrollment, maintenance of personnel records, employee discipline, and other related work. This position requires sound independent thinking and judgement, high accuracy, essential time management skills, and ability to keep complete confidentiality. Must exercise considerable tact, courtesy, firmness, and discretion in frequent contact with employees, governmental agencies, and the public. This position reports to the Deputy County Administrator.

The successful candidate will have 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.

For complete details about the position of Payroll & Human Resources Manager call (804) 443-8155. Completed applications should be submitted to Alexis R. Chatham, Payroll & Human Resources Manager, P. O. Box 1079, Tappahannock, VA 22560. Applications will be reviewed as received. Open until filled.

Essex County is an equal opportunity provider.