

Rockbridge County Seeks Payroll Specialist

Rockbridge County is seeking an experienced professional to perform intermediate administrative work supporting County payroll and benefits functions such as preparing payroll files, processing employee deductions, and assisting with payroll tax filing.

Successful candidates must have previous payroll experience, excellent communication and critical thinking skills, and the ability to establish and maintain effective working relationships. Thorough knowledge of payroll and tax law, ACA reporting, and experience working in the public sector are preferred.

This position requires a Bachelor's degree with coursework in Human Resources, Business, Accounting or related field and moderate experience in payroll administration, or equivalent combination of education and experience. Must have a valid Virginia driver's license.

Starting salary \$36,218-\$38,000 commensurate with experience. Rockbridge County offers a competitive benefits package including paid holidays/vacation/sick leave and participation in the Virginia Retirement System. Open until filled with preference given to applications received by April 18th.

Please visit www.rockbridgecountyva.gov for job description and application. ***Cover letter and resume must be included with applications.*** Rockbridge County is an equal opportunity employer.