



## HUMAN RESOURCES ANALYST-OPERATIONS

**Starting Salary Range: \$56,026-\$68,000**

Have you always wanted to work with an AMAZING HR TEAM in beautiful downtown Fredericksburg? If so, here is your chance!! The City of Fredericksburg is recruiting for the position of a Human Resources Analyst-Operations. Under limited supervision, this position administers a variety of HRIS/accounting functions within the City's Human Resource Department. Position is responsible for coordinating various human resources accounting and data entry functions such as payroll adjustments, compiling program data/statistics, assisting in preparing and submitting required reports to state/federal agencies, account reconciliation, department auditing process and record maintenance. This position will work closely with the Finance Department's Payroll Specialist.

Successful applicant will be customer service oriented with an attention to detail, and will have an Associates' Degree in Business, Accounting or Human Resources or applicable field. This should be supplemented with three (3) years' experience performing human resources administration, benefits administration, payroll, in a fast paced, confidential environment; or any equivalent combination of training and experience, which provides comparable knowledge, skills and abilities for the position. Must possess computer skills, including proficiency with Microsoft Word and Excel. Experience with Tyler Munis preferred. Background and driving record check required.

The City of Fredericksburg is a great place to work. Come join our knowledgeable and energetic team, which is committed to the [City's Core Values](#) of Agile Innovation, Abundant Compassion, Outstanding Customer Service, Energized Work Environment, Essential Engagement, and Unwavering Stewardship. In addition to offering a great work environment and competitive salary, the City of Fredericksburg provides a generous benefits package. **The City is a member of the Virginia Retirement System and offers competitive health, dental and vision insurance as well as generous vacation/sick leave benefits and 13 paid holidays a year.**

While the position is open until filled, completed City Applications, a Resume, and a Cover Letter should be submitted before **11:59pm on February 22, 2023.** Applications and additional information may be found on the City's web page:  
<https://www.fredericksburgva.gov/Employment>.

*The City of Fredericksburg provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.*

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