



Northumberland County Employment Notice Payroll Clerk & Benefits Administrator

Northumberland County is seeking a person to fill the position of Payroll Clerk & Benefits Administrator, which shall have comprehensive knowledge of the philosophies, principles, and practices of payroll/human resources; and, knowledge of local and school government organization and administration; proficiency in Google Suite and Microsoft Office; ability to establish and maintain effective working relationships with officials, associates and the general public; ability to present facts and recommendations effectively both orally and in writing; ability to analyze facts and prepare detailed recommendations and reports; ability to plan, supervise and review tasks while collaborating with others; and, desire to grow and advance professionally. Reports to the Director of Finance.

Applicants must submit a completed county application, a resume , and employment/experience. Compensation will be dependent on qualifications and experience. The successful candidate will be offered benefits including participation in the Virginia Retirement System (VRS), health insurance coverage, paid time off, professional development support, and other benefits.

For a full job description and an application, visit www.co.northumberland.va.us under employment opportunities.

Applications are due Friday, September 26, 2025 by 5:00 p.m.

E.O.E.