



Prince George County, Virginia Payroll Supervisor

SALARY	\$66,931.00 - \$107,090.00 Annually	LOCATION	County of Prince George, VA
JOB TYPE	Full-Time	JOB NUMBER	PS042026
DEPARTMENT	Finance	OPENING DATE	04/15/2026
CLOSING DATE	Continuous		

Essential Functions/Typical Tasks

The County of Prince George is currently seeking applicants for a Payroll Supervisor. This position will be responsible for supervising payroll activities, ensuring proper tax withholdings, tax deposits and preparation of quarterly and year-end data, preparing and maintaining files and records, preparing reports, supervising all functions of payroll including payroll reporting of taxes, accruals and W2's. This position will manage one employee and report directly to the Director of Finance.

For the complete job description, click [here](#).

Qualification Requirements

Comprehensive knowledge of payroll systems and benefit program administration; thorough knowledge of generally accepted accounting principles for municipalities and general knowledge of accounting theory and principles and their application to accounting transactions; ability to evaluate complex financial systems and efficiently formulate and install accounting methods, procedures, forms and records; ability to prepare informative financial reports; ability to establish and maintain effective working relationships with County officials, associates and outside organizations.

Special Requirements

A Bachelor's Degree in Finance/Accounting related field and experience in accounting, financial reporting and budgeting. Government payroll experience is preferred.. Pre-employment drug testing and criminal background check, to include fingerprinting, required.

Additional Information

To apply online visit our website at www.princegeorgecountyva.gov. To be considered for this position, applicants must fill out a County application. For additional information, please call (804)722-8669. EOE.

Prince George County, Virginia

Prince George County
6602 Courts Drive
Prince George, Virginia, 23875

Phone

804.722.8669

Website

<http://www.princegeorgecountyva.gov/>

Payroll Supervisor Supplemental Questionnaire

***QUESTION 1**

Do you have any payroll experience with Tyler Munis?

- No
- Yes

QUESTION 2

If you answered "Yes" to question number one, please explain.

***QUESTION 3**

Please describe your level of Payroll experience by selecting one of the following choices:

- Less than 1 year of experience
- 1-3 years of experience
- 4 or more years of experience

***QUESTION 4**

Please describe your level of Governmental Accounting/Finance experience by selecting one of the following choices:

- Less than 1 year of experience
- 1-3 years of experience
- 4 or more years of experience

* Required Question