Don G. Gill
County Administrator

County of Lancaster

FOUNDED 1651 IN VIRGINIA

LANCASTER COURTHOUSE
8311 MARY BALL ROAD
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COUNTY OF LANCASTER

EMPLOYMENT OPPORTUNITY

ACCOUNTS RECEIVABLE/PAYABLE – PAYROLL/BENEFITS ADMINISTRATOR

Lancaster County is accepting applications for the position of Accounts Administrator in the County Administrator's office. Under general supervision, the successful applicant will perform a variety of clerical and administrative duties. Work involves processing invoices, payments and payroll records, coordination and administration of benefit and insurance programs. The employee will set up and maintain various related files and records. The employee must exercise independent judgment, confidentiality and initiative in completing assignments. The employee must also exercise considerable tact and courtesy in frequent contact with employees, government agencies and the general public. Reports to the County Administrator.

Minimum qualifications include: Graduation from high school and 1 to 2 years' experience in secretarial, administrative and/or accounting work, including payroll and human resources, preferably in a government setting; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

This is a full-time position with benefits. Salary commensurate with experience. Lancaster County is an equal opportunity employer. Contact the county administration office at 8311 Mary Ball Road, Lancaster, VA 22503, 804-462-5129, FAX 804-462-0031 or our website www.lancova.com for a detailed job description and application. Resumes are welcome, but must be accompanied by a county employment application. Complete applications should be sent to the aforementioned address, Attention: Don G. Gill, County Administrator and must be received by Monday, June 22, 2026. Interviews are expected to begin shortly thereafter, but the position remains open until filled.