POSITION VACANCY

Senior Accountant – Payroll and Accounts Payable

Montgomery County, VA

Finance Department

#130117-1

The Montgomery County, VA Finance Department has an immediate opening for a **Senior Accountant – Payroll and Accounts Payable**. Reporting to the Assistant Finance Director, the position is responsible for oversight of the payroll department, review and payment of accounts payable invoices, and assisting with annual audits. Duties include supervising the Payroll Specialist, acting as full back up to this position, and overseeing the technical and legal operations of payroll. Position is responsible for reviewing accounts payable and credit card transactions for accuracy and approval. Position will also assist in preparing department reports and will work closely with other County departments. Position is responsible for maintaining payroll policies and procedures manual along with coordination with the IT department on maintenance and upgrades to the payroll system.

Bachelor's degree in accounting, business, finance or related field is required; six years of related experience preferred. Candidates must be a Certified Payroll Professional or maintain a Virginia Certified Public Accountant License. Must be able to work within broad policy and organizational guidelines, independently plan and implement projects, and report progress through meetings. Must have strong knowledge base of Finance, Payroll and HR systems, applications, databases, and advanced knowledge of MS Excel.

Starting salary $66,499-$106,399; dependent on experience and qualifications, plus excellent benefits (health, dental and vision, flex spending, life, disability, VRS retirement, 401 & 457 retirement options, onsite clinic, wellness programs, and much more). Qualified candidates should submit an online application with a resume and cover letter at: www.montgomerycountyva.gov/HR. Application review begins Friday, October 16, 2026, **position open until filled**. For application accommodation for disabilities, contact Human Resources at (540) 394-2007.

Montgomery County, VA, is committed to the principles of diversity and, in that spirit, seeks a broad spectrum of candidates, including women, minorities, persons with disabilities, and veterans. As an Equal Opportunity Employer and certified Virginia Values Veterans (V3) organization, we are dedicated to nondiscrimination in recruitment, selection, hiring, pay, promotion, retention, or other personnel action affecting employees or candidates for employment. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex/sexual orientation/gender/identity, national origin, disability, or protected veteran status.