



## **Payroll/Accounting Specialist**

The Town of Purcellville has an immediate opening for a Payroll/Accounting Specialist. Bi-weekly payroll duties include reviewing timesheets, data entry, printing and distributing checks, reporting and filing payroll taxes and garnishments. Candidate will also process quarterly and annual payroll tax filings and W2s. Accounts payable duties include maintaining vendors, invoice entry, check processing, reporting and 1099 filing.

Other duties include reconciliation of payroll and AP accounts, preparation of audit work papers, fixed asset inventory, and daily cash collections close. This position is responsible for technical, fiscal, clerical and customer service work in the Accounting division. This position also provides customer support services at the service counter.

### **Qualifications**

The ideal candidate will possess education and experience equivalent to an Associate's Degree with at least 5 years of accounting and full charge payroll experience. Experience with MUNIS software and CPP certification is desired.

### **Starting Salary**

Hiring range is \$45,600-\$52,000 – DOQ. The Town offers an excellent benefits package including medical/dental/vision insurance, VRS retirement, fully-paid life insurance, deferred compensation, supplemental benefit plans, paid time off and 13+ holidays a year.

Nestled at the foot of the Blue Ridge Mountains, the Town of Purcellville is an award-winning, thriving community whose 9,000+ residents enjoy an exceptional quality of life that has become a hallmark of the town. If you are interested in employment with Town of Purcellville, complete and submit an application and resume at our website [www.purcellvilleva.gov/jobs](http://www.purcellvilleva.gov/jobs). Applications will be accepted until close of business on **January 18, 2018**. Equal Opportunity Employer.