

Payroll Administrator

Town of Leesburg

Department of Finance and Administrative Services

\$61,857.00 - \$112,250 DOQ

Open Until Filled

Do you want to apply your expertise for a cause you can feel good about? Do you want to work for an organization that wants you to grow with it and offers tuition reimbursement, certification training, and a chance to learn about multiple industries? Come work for the Town of Leesburg, hometown of the 21st century! Located 35 miles west of the nation's capital in the heart of DC's Wine Country, you'll enjoy a vibrant and authentic community with "big city" amenities.

The Town of Leesburg strongly encourages innovation, promotes career development, and offers excellent benefits to employees. Benefits include membership to the Town's full-service recreation center, enrollment into the Virginia Retirement System, excellent healthcare insurance, and other fringe benefits.

Who We're Looking For

If you identify with the following descriptions, then you may be perfect for the Town of Leesburg:

- Creative problem solver
- Proactive self-starter
- Life-long learner
- Strong team player
- Passionate about excellent customer service
- Positive, can-do attitude
- Effective communicator
- Desire to impart knowledge to others
- "Early adopter" of new technologies

What You'll Be Doing

This position is responsible for independently performing a variety of technical and advanced accounting and clerical duties involved with administering and reconciling the Town's payroll for all employees and elected/appointed officials. Work is performed under the general supervision of the Accounting Manager within the Department of Finance and Administrative Services.

For a more detailed job description, please visit the Town's **[Job Descriptions page](#)**.

Minimum Qualifications:

Associates Degree or equivalent certification in business management or accounting or a related field. Minimum of five (5) years of experience working with automated payroll systems.

TO APPLY: A Town of Leesburg online application for employment is required for each position. Please go to **www.leesburgva.gov/jobs** to apply online. Resumes may be submitted as supplemental only. EOE/ADA.