

County of Sussex
Position Announcement

Payroll Clerk

The County of Sussex is seeking applications for the position of Payroll Clerk. Duties will include processing payroll for approximately 130 employees, employee deductions, fringe benefits and related reports; analyzing and computing timesheets; reviewing and processing payments for health care benefits, the Virginia Retirement System and short term disability on a monthly basis; processing and reconciling direct deposits transmissions, tax deposits and filings (state and federal); performing leave accountings; coordinating activities around open enrollment periods; preparing Virginia Employment Commission quarterly reports.

Requirements: General knowledge of payroll system and benefit program administration; general knowledge of bookkeeping terminology and methods; general knowledge of accounting theory and their applications to accounting transactions; general knowledge of standard office procedures, practices and equipment; knowledge of Microsoft Word, Excel, Outlook, AS400; High school graduate and a minimum of 3 or more years of experience in payroll. Experience in local government payroll preferred. Salary DOE.

Submit VA State Application Form DHRM 10-012 to Thomas E. Harris, County Administrator, Post Office Box 1397, 20135 Sussex VA 23884, or via email teharris@sussexcountyva.com. Visit www.sussexcountyva.gov. Position is open until filled. Applications will be reviewed beginning June 22, 2012.

Sussex County is an equal opportunity employer. EOE/ADA/Drug Free Workplace.