



**PAYROLL COORDINATOR – F/T  
FINANCE DEPARTMENT  
TOWN OF BLACKSBURG**

Under the general supervision of the Accounting Supervisor, this position will process payroll for all Town and agency non-exempt/exempt employees; perform accounting duties in the preparation and daily maintenance of payroll and employee benefits; assist employees and citizens with payroll matters and related questions; and generate, process, and maintain various forms, reports and records in relation to payroll.

This position will prepare bi-weekly employee payroll including review of all department entered time; enter and review all new hires and payroll changes in the payroll system; ensure that all payroll changes are processed correctly and will set up and maintain all garnishments, employee deductions, taxes and benefits in the payroll system; electronically transmit prepared payroll file to bank; prepare, calculate and electronically transmit payroll taxes; prepare and reconcile monthly, quarterly, and annual, employee tax withholding reports; prepare and reconcile monthly benefit payments to vendors; prepare and reconcile state retirement contributions and reporting; maintain employee confidence and protect operations by keeping all information confidential; and complete various other duties and special projects as assigned.

Qualified applicants must have an Associate's degree in Business Administration or Accounting and a minimum of three years previous experience in payroll processing. A Bachelor's degree and/or a CPP certification are desired. Selected applicant must possess excellent time management and communication skills, be detailed oriented, able to work independently, and have the ability to adhere to strict deadlines. Proficiency with Microsoft Office, including Word and Excel is required. Qualified applicants must have the ability to be covered by the Town's Fidelity Bond. The selected applicant must undergo and successfully pass a pre-employment drug screening and must possess a valid driver's license. A satisfactory post offer pre-employment criminal background investigation will be required of the selected applicant.

Starting salary range is: \$32,047/year - \$42,559/year, with benefits that include: fully paid employee medical, dental and vision insurance; long-term disability insurance, life insurance, and partially paid retirement through VRS. Direct Deposit of pay is required.

A Town of Blacksburg application is required by 5:00 p.m. on Friday, May 26, 2017. Applications are available at the Human Resources Office located in the Municipal Building at 300 South Main Street, Blacksburg, VA 24060 or may be downloaded at [www.blacksburg.gov/jobs](http://www.blacksburg.gov/jobs). Individuals with disabilities requiring accommodation in the application process may call 540-961-1188 (voice) or utilize the VA Relay Center at 711 (TDD).

**An EEO Employer  
M/F/D/V**