

Pulaski County Public Service Authority Payroll Supervisor

The Pulaski County Public Service Authority is accepting applications for a Payroll Supervisor. Applicants must possess an Associate's Degree in Accounting (Bachelor's Degree preferred in Business Management) and at least two years of experience in payroll processing. Experience shall include: calculating time per FLSA standards, leave deductions, leave computation, State and Federal tax reporting, preparation of W-2's, Form 941, ACA tracking and filing, COBRA reporting, EEOC, VEC reports etc. Applicant must also be proficient in Excel and Word and pay great attention to accuracy and detail. Please visit www.pulaskicounty.org for a full job description and requirements.

Salary will be commensurate upon education and experience. This is a full time position with benefits that include health, dental, life, optional vision insurance, supplemental life, state retirement program, optional 457 retirement program, sick and vacation leave, paid holidays, and much more.

Interested individuals may apply at the appropriate Virginia Employment Commission Office or download and submit an application from www.pulaskicounty.org to Tammy Safewright, Human Resources Director, 143 Third Street, NW, Suite 1, Pulaski, VA 24301.

Position open until filled. Application review will begin immediately.

Equal Opportunity Employer