



**DEPARTMENT:** Finance  
**POSITION:** Payroll Accountant I/II  
**TYPE:** Full Time  
**SALARY:** \$41,248-\$52,076  
**BENEFITS:** Full Benefits Eligible  
**CLOSING DATE:** Open until filled



**Overview:** We are Salisbury, Maryland, and our town was born from the headwaters of the **Wicomico River**. This special place, nestled squarely between the beaches and the bay, has been attracting people to its stunning location for almost **300 years**. Now one of the largest cities on the peninsula, Salisbury serves as the *Capital of the Eastern Shore*, combining vibrant economic opportunity, quality public education, world-class healthcare, reinvigorated environmental stewardship, globally known corporations, and an energetic and inspiring team of community leaders, to chart its own course, and craft a sound plan for its future.

**Department:** The Finance Department establishes and implements the financial policies and procedures of the City, invests city funds, and handles deposits and payments of city monies. The Finance Department accepts payments for the following: water/sewer/trash disposal fees, parking tickets, building permits, personal property taxes, trash can purchases, code books, City licenses and real estate taxes.

**Profile:**

Payroll Accountant I/II maintains timesheets and leave records for City Administration. Reviews input from department timekeepers for accuracy. Runs reports and payroll checks/advises. Assists with accounting for payroll related general ledger liability accounts and reconciles balances at end of month. Prepares and deposits 941 taxes and Maryland taxes. Maintains W-4 slips, employees action forms, and all payroll records and history. Processes all deductions and benefit changes. Prepares quarterly reports of earnings, taxes, and deductions.

**Preferred Education:** Associate or Bachelor's degree in Accounting or related field

**Preferred Experience:** 5 years in payroll or accounting

**Requirements/Certifications:** None

**How to Apply:** Submit City application, cover letter, driving record and resume to the following address or apply online at [www.salisbury.md/apply](http://www.salisbury.md/apply) **City of Salisbury HR, 125 N. Division St., Salisbury, MD 21801** [jobs@salisbury.md](mailto:jobs@salisbury.md); 410-548-1065; fax: 10-548-3748