



TOWN OF KILL DEVIL HILLS

Land Where Flight Began

The Town of Kill Devil Hills is accepting applications for the following position:

PAYROLL and BENEFITS ADMINISTRATOR

An employee in this class is responsible for a variety of technical and specialized accounting tasks in support of payroll functions for the Town while backing up other Finance Department staff when needed. Work includes processing benefit invoices, preparing a variety of payroll reports, completing tax reports for Federal and State agencies, processing new employee benefit enrollment and new hire paperwork. Ensure compliance with Federal, State and Local payroll tax laws and regulations. Strong attention to detail and accuracy. Must possess ability to establish and maintain effective working relationships with employees, vendors, supervisors, and the general public. Ability to effectively manage time and prioritize tasks to meet deadlines, including coordinating time-off requests to minimize disruption to projects and team commitments. Work is performed under regular supervision of the Assistant Finance Director and is evaluated through observation, conferences, review of work, and audit of the records by an external auditor. Possession of a valid N.C. driver's license is required. Graduation from a two-year college and considerable experience working with payroll operations, financial operations or similar accounting work, preferably in the public sector, is desired. Pay range for this job is \$58,618 to \$93,788 with an excellent benefits package.

Town of Kill Devil Hills Employment Applications must be received in the **Administration Department by 5:00 p.m. on Monday, August 4, 2025** submitted to:

Town of Kill Devil Hills
ATTN: Charlene Allen, Assistant Town Manager
102 Town Hall Drive
P.O. Box 1719
Kill Devil Hills, NC 27948

Apply [here](#) or for more information, visit the Employment link at www.kdhnc.com. To receive an application call (252) 449-5300 or come to the Town Hall Administration Department.

The Town of Kill Devil Hills is an Equal Opportunity Employer.