



## Upper Occoquan Service Authority

### Human Resources Department

14631 Compton Road • Centreville, VA 20121

Tel. | (703) 277-2200 • Fax | (703) 266-0682 • Email | [good.jobs@uosa.org](mailto:good.jobs@uosa.org)

## READY TO DEVELOP THE FUTURE OF WATER!

|                                       |                |                              |
|---------------------------------------|----------------|------------------------------|
| <b>Payroll Administrative Manager</b> | <b>Grade 9</b> | <b>\$74,285 - \$118,857*</b> |
|---------------------------------------|----------------|------------------------------|

**Open: August 10, 2026 • Close: Open Until Filled**

*Starting salary will be between minimum and midpoint in the range*

### ABOUT US

**Are you passionate about making a difference and being a trusted steward of our most precious resource? UOSA is seeking a highly motivated and enthusiastic individual to join our team!**

The **Upper Occoquan Service Authority (UOSA)** is a cutting-edge water recycling facility transforming the way the world thinks about sustainable water solutions. Established in 1978, UOSA serves Fairfax County, Prince William County, and the cities of Manassas and Manassas Park and is the first and longest-operated indirect potable reuse project in the United States. UOSA has been treating and reclaiming water for use as drinking water for nearly 50 years.

From being recognized as a **Utility of the Future** to pioneering advanced research and technology in the industry, our facility now recycles up to 54 million gallons of water per day. UOSA's efforts ensure a reliable supply of high-quality recycled water, contributing to the overall drinking water strategy for the Northern Virginia area.

**If you are ready to lead and be a part of a hardworking team, then take the next step in your career and apply today to be part of our dedicated team!**

### WHAT YOU'LL BE DOING

As the Payroll Administrative Manager, you will be responsible for accurate and timely processing of payroll and will have access to confidential employee data. The employee also performs interval control duties to ensure the accuracy of payroll changes and updates to the employee master. The Payroll Administrative Manager supervises the work of the Financial Team administrative staff and is assigned to Division level of the organization. The Payroll Administrative Manager also provides backup support to the Financial Team.

### WHO YOU ARE

**Payroll Expert:** You have extensive experience administering payroll processes, ensuring accurate and timely payroll for all employees while maintaining strict confidentiality and compliance with applicable laws and regulations.

**Detail Oriented:** You take pride in maintaining precise payroll records, reviewing employee data changes, reconciling accounts, verifying tax filings, and ensuring the accuracy of financial transactions.

**Analytical Problem Solver:** You enjoy researching complex payroll issues, identifying solutions, implementing internal controls, and making recommendations that improve efficiency and compliance.

**Trusted Partner:** You collaborate effectively with Human Resources, Finance, employees, and external agencies to support payroll, benefits, compensation, and reporting needs.



## Upper Occoquan Service Authority

### Human Resources Department

14631 Compton Road • Centreville, VA 20121

Tel. | (703) 277-2200 • Fax | (703) 266-0682 • Email | [good.jobs@uosa.org](mailto:good.jobs@uosa.org)

### REQUIREMENTS

- Extensive payroll and responsible administrative support experience and completion of high school or higher education are required. Supplemental courses in word processing, spreadsheet programs, general business practices, and payroll are desirable. Any combination of education, experience and training with high school education, at a minimum, which provides the required knowledge, skill and abilities is acceptable.
- Knowledge and experience with computers and software packages such as Microsoft Office (Word, Excel, and Access) and UKG (Kronos) are desired.
- Supplemental courses in word processing, spreadsheet programs, and general business practices are desirable.
- Ability to multi-task.
- Ability to generate letters, reports, and other documents using computer word processing and spreadsheet software programs.
- Good knowledge of business English (grammar, comprehension and spelling)
- Ability to make mathematical computations and tabulations with speed and accuracy.
- Ability to establish and maintain effective working relationships with other employees and the general public.
- Must be able to handle physical requirements of position to include walking, bending, stooping, lifting, and carrying 30 pounds.
- Possession of a vehicle operator's license valid in the Commonwealth of Virginia is required.

### APPLICATION PROCESS

*The vacancy notice does not imply that these are the only duties, including essential duties, to be performed in the position. Please request a full job description from the HR Department via email at [good.jobs@uosa.org](mailto:good.jobs@uosa.org).*

***All employment offers are contingent upon the successful completion of pre-employment drug and alcohol screening, physical exam, and background check paid for by UOSA.***

*To be fully considered for the position, all applicants must submit a complete online application along with an updated resume via the UOSA website: [Uosa.org/Careers](http://Uosa.org/Careers) > Candidate Profile.*

*Once logged into your profile, click on **Find Jobs** in the upper left-hand corner of the screen, followed by **Search for Jobs**. Review the vacancy and apply for the position.*

**JOIN US IN MAKING A DIFFERENCE!**