



TOWN OF MOUNT JACKSON

P.O. Box 487, 5901 Main Street
Mount Jackson, Virginia 22842-0487
(540) 477-2121 – FAX (540) 477-2351

HR Manager & Assistant Treasurer

The Town of Mount Jackson, VA, (2,100 population), located in southern Shenandoah County in the beautiful Shenandoah Valley, is a small, quaint historical community strategically situated along 1-81 between two regional urban centers (Winchester and Harrisonburg) and about 80 miles from the Washington DC metro area. With a priority on enhanced quality of life, beautification, and preserving our natural resources, the Town is ripe with potential and opportunity.

This position must take on various roles within the organization to help ensure effective day-to-day operations.

Essential Functions

- Assist the Director of Finance in the performance of all their essential functions and aid in managing invoices, payroll, payments, and receipts.
- Lead efforts in human resources for both onboarding and internal support, along with employee engagement and personnel development.
- Participates and assists in the implementation of Town Council driven goals, objectives, policies, and priorities relevant to human resources and finance.
- Active participation in office management, including performing general clerical tasks, interacting with citizens, responding to phone calls and emails.
- May be asked to review Zoning, Special Event, and Business License applications and kick-start the approval process.
- Prepares graphics and basic design materials for fliers or posters; assists with the Mount Jackson Hometown Partnership; assists in the production of special events.
- Performs other related duties as assigned.

Minimum qualifications include a Bachelor's degree in public or business administration, finance, human resources, or a similar field, along with two (2) years of experience, or an equivalent combination of education, training and experience.

Other job assets include knowledge of government operations in Virginia, excellent written and verbal communications skills, financial expertise, and proficiency in Word and Excel. Highly valued qualities include integrity, transparency, responsibility, accessibility, and leadership.



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Excellent benefits for full-time employees including paid vacation, paid sick leave, fully-covered health insurance (including dental and vision), and the Virginia Retirement System. The salary range is negotiable, depending on experience and applicable job qualifications.

Interested candidates must submit application, letter of interest, and resume to ohilton@mountjackson.com, or by mail to:

Olivia Hilton, Town of Mount Jackson
P.O. Box 487
Mount Jackson, Virginia 22842

The position will remain open until filled.