

ROCKBRIDGE REGIONAL JAIL

NOW HIRING

Accounts Payable Specialist



Full-Time | Salaried | 40 Hours Per Week | Salary Range : \$55,000 - \$62,000 max

PRIMARY RESPONSIBILITIES

- Process accounts payable/receivable, invoices and payment documentation
- Prepare and track requisitions and purchase orders; verify approvals and supporting records
- Maintain vendor files; monitor payment status and due dates
- Track incoming receipts and outgoing payments; reconcile invoices, statements and account activity
- Assist with payroll, timesheets, reimbursements, purchasing and budget documentation
- Maintain accurate financial records and support audit, annual-report and compliance requirements

QUALIFICATIONS

- High school diploma or GED equivalence required
- 3-5 years of related administrative or financial experience preferred
- Organized, trustworthy and detail-oriented with strong communication and confidentiality skills
- Proficiency in Microsoft Office, including Excel, Word, Outlook and PowerPoint
- Ability to manage multiple priorities independently and collaboratively while maintaining accuracy
- Strong problem-solving skills
- Working knowledge of accounting, payroll, purchasing and recordkeeping
- Ability to learn agency-specific accounting, payroll, purchasing and administrative software
- Dependable and professional with a commitment to accuracy, integrity and teamwork

IMPORTANT DATES

Application and Resume Due: Monday, October 19, 2026
In-person interviews: Monday, October 26, 2026
Tentative Start Date: Monday, January 4, 2027

POSITION & BENEFITS

Full-Time | Salaried | 40 Hours Per Week | Salary: \$55,000 - \$62,000 max, based upon experience
PTO & Holiday Leave Accrual | Additional Benefits Based on Eligibility

JOIN OUR TEAM

Build a lasting career in a supportive workplace where teamwork matters.
Join a dependable, welcoming team that values integrity, professionalism, collaboration and a positive work atmosphere.

HOW TO APPLY

Please visit rockbridgeregionaljailvirginia.com to obtain an application.

Email your completed application and resume to
rmcfaddin@rockbridgeregionaljailva.us