



Position: Payroll Specialist

Location:

Beaver County Career and Technology Center

About Us:

The Beaver County Career and Technology Center is seeking a detail-oriented and organized Part- Time Payroll Specialist to join our team. Please visit our website for additional information at www.bcctc.org

Key Responsibilities:

- Process bi-weekly payroll for all school staff.
- Ensure compliance with federal, state, and local payroll regulations.
- Manage payroll records, tax filings, and employee deductions.
- Address payroll-related inquiries and resolve discrepancies.
- Collaborate with HR and finance departments for seamless operations.

Qualifications:

- Associate or bachelor's degree in accounting, Finance, or related field.
- Proven experience in payroll processing and systems
- Strong understanding of payroll laws and regulations.
- Excellent organizational and problem-solving skills.
- High attention to detail and confidentiality.

Benefits:

- Competitive salary.
- Professional development opportunities.
- Supportive and collaborative work environment.

How to Apply:

Submit your resume and cover letter to ldelvecchio@bcctc.org by Friday June 21st, 2024.