



Beaver Valley Intermediate Unit Career Opportunity

Payroll Specialist

The Beaver Valley Intermediate Unit (BVIU) Central Office serves as the administrative hub for a network of educational services designed to support the school districts within Beaver County, Pennsylvania. The BVIU Central Office plays a vital role in providing innovative educational resources and services that enhance student learning and achievement.

The BVIU is seeking candidates to fill a **Payroll Specialist** position that is available in the Business Office. The Payroll Specialist will function under the Business Manager to process payroll for all employees, provide payroll processing and support to Beaver County School Districts as needed, and will ensure accuracy and compliance with applicable federal, state, and local regulations.

Please see the attached job description for qualifications, duties, responsibilities, and terms of employment. This position will be in-person at the Central Office. Salary range is \$50,000 - \$60,000, commensurate with experience. Qualified candidates who are interested in this position should email a letter of interest, resume, and 3 letters of recommendation to Chelsie D'Amico, Human Resources Generalist at chelsie.damico@bviu.org 10:00 PM on Sunday, February 2, 2025.

JOB DESCRIPTION

The Payroll Specialist will function under the Business Manager to process payroll for all employees, provide payroll processing and support to Beaver County School Districts as needed, and will ensure accuracy and compliance with applicable federal, state, and local regulations. This role requires experience with school district payroll systems, the Public School Employees' Retirement System (PSERS), and adherence to reporting requirements for the IRS.

The Payroll Specialist will also assist the Business Manager in the daily operations of the Business Office.

A. QUALIFICATIONS

1. High school diploma or equivalent required; Bachelor's degree in accounting, finance, or a related field preferred.
2. Minimum of 2-3 years of payroll experience, preferably in a School District or Intermediate Unit environment.
3. Knowledge of PSERS, VOYA, IRS and payroll reporting requirements and compliance.
4. Proficiency in payroll software systems (experience with ProSoft, Oracle, or CSIU preferred).
5. Strong understanding of payroll tax laws, deductions, and benefits administration.
6. Exceptional attention to detail and accuracy in processing payroll and financial data.
7. Ability to maintain confidentiality and handle sensitive information with discretion.
8. Excellent organizational and time-management skills, with the ability to meet deadlines.
9. Strong communication skills and ability to interact with employees at all levels.
10. Proficient in Microsoft Excel and Word.
11. The ability to work as part of a team.

B. DUTIES AND RESPONSIBILITIES

1. Process and prepare accurate payroll for all employees, including teachers, administrators, and support staff, ensuring timely and accurate disbursements.
2. Maintain employee records and update payroll information, including salary changes, deductions, benefits, and tax information.
3. Calculate and report employee contributions to the Public School Employees' Retirement System (PSERS).
4. Ensure accurate reporting of both employer and employee contributions to PSERS in compliance with state regulations.
5. Ensure compliance with applicable tax laws and regulations related to payroll deductions, withholding, and employee benefits.
6. Prepare and submit quarterly and annual reports to the IRS, including State and Local taxes, unemployment tax, and W-2s for all employees.
7. Administer and ensure accurate deductions for benefits such as health insurance, retirement plans, and other voluntary programs.

8. Coordinate with benefits providers to resolve any discrepancies or issues with deductions.
9. Assist in the preparation of financial reports related to payroll, including monthly, quarterly, and year-end reports.
10. Reconcile bank statements and resolve discrepancies with general ledger entries.
11. Maintain complete and accurate payroll records, ensuring confidentiality and security of sensitive employee information.
12. Assist with audits as necessary and provide documentation for internal or external audits related to payroll and benefits.
13. Respond to employee inquiries related to payroll, deductions, benefits, and taxes in a timely and professional manner.
14. Assist with the orientation and onboarding of new employees, providing guidance on payroll-related policies and procedures.
15. Perform other related duties as directed by the supervisor and/or the Executive Director of the Beaver Valley Intermediate Unit.

C. TERMS OF EMPLOYMENT

1. Work year of 260 days (twelve (12) months) with commensurate salary and benefits as approved by the Beaver Valley Intermediate Unit Board of School Directors.

D. PHYSICAL REQUIREMENTS

1. This is an on-site position at the Beaver Valley Intermediate Unit.
2. Ability to sit for extended periods while working at a desk.
3. Ability to use a computer, keyboard, and other office equipment.