

Beavercreek Township is accepting resumes for a full time Payroll Specialist position. This position will work for our newly elected Fiscal Officer, Ryan Rushing.

Experience processing, reporting, and distributing payroll along with prior work in an accounting or financial position/institution is required. Applicants must also demonstrate experience in advanced accounting techniques and principles. Foundational knowledge in FLSA, OPERS or OP&F reporting is a plus. Prior experience with Software Solutions' VIP accounting software, time and attendance keeping software OSL, or payroll processing system Paycor is also a plus. The ideal candidate has a history of meeting critical deadlines, working well with others and can work with a diverse group of people in a team-oriented environment.

Graduation from an accredited college with a four-year degree required. A degree in accounting or finance preferred. Our position requires a bond, at the employer's expense. Pay will be commensurate with the applicant's knowledge, skills, and abilities.

Interested Candidates should send their cover letter, resume' and salary requirements to Human Resources, [tgustafson@beavercreektownship.org](mailto:tgustafson@beavercreektownship.org) or by fax at (937) 306-5150. Deadline for Resumes is **July 24, 2020**. The full job description can be found at [www.beavercreektownship.org](http://www.beavercreektownship.org).

Beavercreek Township is an Equal Opportunity Employer.