

Help Wanted

The Reynolds School District is accepting applications for a Payroll/HR Specialist.

Qualifications: Must have practical experience with payroll software: managing payroll, taxes and HR functions. An associate's degree in accounting, finance or related field is preferred; experience with Microsoft Excel functions and formulas; aptitude with numbers and an exceptional commitment to accuracy; have excellent communication skills; and have demonstrated an excellent attendance record.

Job responsibilities include processing payroll accurately and on a timely basis; process payroll deductions such as taxes, benefits and retirement contributions; quarterly and annual reporting related to taxes and retirement programs; accounts payable and general fund accounting; manage and administer employee benefits programs.

This is a twelve-month position with benefits as the Assistant to the Business Administrator.

Deadline: March 25, 2025 at 3:00 p.m.

Send letter of interest, resume and reference list addressed to:
Raymond Omer, Superintendent
Reynolds School District
Central Administrative Offices
531 Reynolds Rd.
Greenville, PA 16125