

**PAYROLL/HUMAN RESOURCES SPECIALIST  
POSITION ANNOUNCEMENT**

Butler County Community College (BC3) is currently accepting applications for the position of Payroll/Human Resources Specialist. This is a regular full-time position that will begin immediately.

BC3 is nestled in the rolling hills of Western Pennsylvania and only 45 minutes from the cultural life of Pittsburgh. BC3 is a vibrant comprehensive community college serving eight (8) counties with six (6) locations and nearly 4,000 credit students. Built on the former Oak Hills Golf Course and a farm, BC3 has a beautiful main campus on 329 wooded acres with a central Oak Grove. BC3 employs approximately 1,000 full- and part-time employees.

BC3 has 55 career and transfer programs. The College is going “all in” for its Shaffer School of Nursing and Allied Health. This includes the construction of a state-of-the-art Victor K. Phillips Nursing and Allied Health Building, program expansion, and the development of a Licensed Practical Nurse (LPN) Program. Private and public support has made this possible. BC3 offers unique programs such as Measurement Science/Metrology, Massage Therapy, Robotics, Electronics, Nanofabrication Technology, and Park and Recreation Management. BC3 offers over 100 courses in online and distance education. In addition to degree programs, BC3 has a public safety training facility at its main campus that serves 15,000 students annually for business training, industrial safety training, and public safety – fire, EMS, Hazmat, and police training.

The impact of BC3 as an economic engine bolsters the regional economy and continues to contribute substantially to the regional workforce. With a focus on student success, faculty, and staff describe BC3 as a special place with a caring and collegial atmosphere that is unusual in today’s higher education landscape. For the fifth time since 2015, BC3 was named the #1 community college in Pennsylvania by Schools.com and BestColleges.com. To learn more about BC3, please visit [www.bc3.edu](http://www.bc3.edu).

Reporting to the Assistant Director of Human Resources/Recruitment and Training Development, the Payroll/Human Resources Specialist is responsible for processing the College’s semi-monthly payroll and ensuring accurate payroll financial information on a timely basis. Assist Assistant Director of Human Resources/Recruitment and Training Development with human resources and payroll related functions. Maintain confidentiality and integrity of the Human Resources and Payroll Services records. Accomplish departmental goals through detailed organizational skills, process improvement initiative, and team-oriented effort. Associate Degree from an accredited institution in Accounting, Business Administration, Human Resources, or related field required. Bachelor’s Degree from an accredited institution in Business Administration, Human Resources, or related field preferred. Two years experience in payroll services and/or human resources required. Strong organizational and PC skills required with heavy emphasis in Microsoft Word and Excel. Experience with processing payroll, databases, spreadsheets, recordkeeping, reconciliation, and office administration required. Experience with ADP Workforce Now Software and processing payrolls for 500 or more employees preferred. Familiarity with tax codes and accounting principles preferred. Knowledgeable in commonly used concepts, practices, and procedures relating to payroll and human resources.

Review of applications will begin immediately. Interested candidates should visit Employment Opportunities listed on the College website at [www.bc3.edu](http://www.bc3.edu), complete the [employment application](#), and submit along with a letter of application, current resume, copy of college/university transcript(s), and names, addresses, and telephone numbers of three professional references to [HRJobs@bc3.edu](mailto:HRJobs@bc3.edu). Incomplete application packets and/or any materials regarding this position that are received after the application deadline or closing of the search will not be considered. Any materials submitted will be the property of the College. A separate application must be completed for each position for which you are applying. Applicants currently employed by Butler County Community College must authorize in writing that all college/university transcript(s) on file in his/her personnel file located in the Human Resources Office may be copied and attached to his/her application packet by the application deadline. Requests to copy transcripts received after the deadline will be denied. If you have any questions, please contact the Human Resources Office for more information.

Send to: Ms. Christina M. Fleeger  
Executive Director of Human Resources/  
Equal Opportunity Compliance Officer  
Butler County Community College  
107 College Drive  
Butler, PA 16002  
[HRJobs@bc3.edu](mailto:HRJobs@bc3.edu)

Butler County Community College is an equal opportunity, affirmative action employer.