Payroll Specialist - School Districts

Butler Agnew & Associates • Full-time • Pittsburgh, Pennsylvania, United States (Hybrid)

Company Description Butler Agnew & Associates (BA&A) is an accounting firm led by CPAs with over 50 years of combined experience, specializing in customized, cost-effective accounting and auditing services for government, credit union, and not-for-profit organizations. The firm offers comprehensive support across general ledger, payables, receivables, payroll, financial planning, and other core accounting functions. BA&A also provides independent audit services, delivering objective assessments and practical recommendations to improve processes and operational effectiveness. The firm operates without a traditional brick-and-mortar office, working either remotely over secure connections or on-site with clients, providing flexible and client-focused service.

Job Summary: The Payroll Specialist is responsible for delivering accurate, compliant, and timely payroll services to Butler, Agnew, and Associate clients. This role combines hands-on payroll processing with advisory support, helping organizations optimize payroll operations, ensure regulatory compliance, and implement best practices. The Payroll Specialist manages end-to-end payroll processes, ensuring accurate and timely employee compensation while maintaining compliance with federal, state, and local regulations. Skilled in payroll systems, data auditing, tax reporting, and resolving discrepancies with a high level of confidentiality and professionalism. Collaborates with HR and finance teams to streamline payroll operations, improve efficiency, and support organizational goals.

Key Responsibilities:

- Process full-cycle payroll for multiple clients across various pay schedules (weekly, biweekly, semi-monthly, monthly)
- Ensure compliance with federal, state, and local payroll regulations, including tax filings and reporting requirements
- Maintain and update payroll records, including new hires, terminations, and changes in pay rates or benefits

- Maintain and audit payroll data, including employee records, earnings, deductions, and benefits
- Serve as a primary point of contact for client payroll inquiries, providing timely and professional support
- Respond to employee inquiries regarding pay, deductions, and payroll policies
- Identify and resolve payroll discrepancies, ensuring accuracy and data integrity
- Assist clients with payroll system setup, configuration, and process improvements
- Support payroll-related projects such as system implementations, conversions, and integrations
- Prepare and submit payroll reports, taxes, reconciliations, and year-end processing
- Stay current on payroll laws, compliance changes, and industry best practices
- Collaborate with internal teams and clients, including HR and Finance
- Other duties as assigned

Required Skills/Abilities:

- Excellent written and verbal communication skills
- Self-Motivated
- Have the ability to learn new technology tools quickly.
- Ability to be flexible given the demands of the day and job.
- Strong understanding of payroll processes and relevant regulations
- Proficiency in payroll software and Microsoft Excel
- High level of accuracy and attention to detail
- Strong organizational and time management skills
- Ability to handle sensitive and confidential information
- Effective problem-solving skills

Education/Experience Requirements

- Bachelor's Degree preferred
- 6 months to 2 years of Pennsylvania public school payroll-related experience preferred

Physical Requirements: (Consistent with applicable law, reasonable accommodation may be provided to enable a qualified person with a disability to perform the essential job duties.)

- Prolonged periods of sitting at a desk and working on a computer
- In-person attendance at firm meetings and on-site visits to clients may be required.

Salary Range: $53,000 - $58,000

We offer competitive benefits, including health insurance, life insurance, short- and long-term disability, parental leave, and paid time off.

Responsibilities and time allocation may change over time to meet the needs of Butler, Agnew, & Associates' clients and can include other duties as assigned.