



Upper Bucks County Technical School

Serving: Palisades, Pennridge, and Quakertown

3115 Ridge Road • Perkasio, Pennsylvania 18944 • Phone: (215) 795-2911 • FAX: (215) 795-0530 • www.ubtech.org

Anticipated JOB OPPORTUNITY

POSITION: FINANCIAL ACCOUNTING SECRETARY

LOCATION: Upper Bucks County Technical School, Perkasio, PA

STARTING DATE: February 1, 2019

POSITION REQUIREMENTS: At least five years' experience in an accounting department with progressive responsibilities, preferred emphasis in payroll and employee benefits. Must be proficient in MS Office and experienced in financial accounting/payroll systems.

MAJOR RESPONSIBILITIES: Responsible for payroll preparation and reporting, both internal and external, including all federal, state, local, and PDE reporting. Act as Benefits Specialist. Provide cashier and accounts receivable services, and overall school business operations support for the Business Office.

TERMS OF EMPLOYMENT: Full-time, 12 months with benefits

SEND RESUME TO: Interested applicants please submit a letter of interest, application, resume, copies of certification, transcripts, Act 34, Act 151, and Act 114 clearances and other pertinent information to:

Upper Bucks County Technical School
 Attn: Tracy Kram
 3115 Ridge Road
 Perkasio, PA 18944

Fax: 215-795-0274
 E-mail: tkram@ubtech.org

If hired Act 34, Act 151, and Act 114 clearances are required prior to start

Deadline for submission of application is December 18, 2018 or until position is filled.

EOE

Posted
12-4-18
TK