



2740 York Road, Jamison, Pennsylvania 18929
(215) 343-2480 Fax (215) 343-8626 www.mbit.org

JOB OPPORTUNITY

Accountant/Benefits Administrator - Position available at Middle Bucks Institute of Technology, located in Jamison, PA.

Responsibilities: Accounting - Maintain the institution books of accounting under direct supervision of the Business Manager who shall manage said accounts; responsible for all payroll preparation activities and attendant payroll reporting, both internal and external, and preparation of all quarterly and annual local, state, federal and PDE reporting; implement financial and internal control procedures established for the school by the Business Manager. Human Resources - Disseminate accurate benefits information for employees utilizing substantial judgment, analytical ability and confidentiality. Enroll employees and their dependents, monitor census and eligibility per school policy.

Qualifications: Bachelor's degree in Accounting, Business Administration or Human Resources with minimum of three years' experience (or Associate degree in Accounting, Business Administration or Human Resources with minimum five years' experience) in general accounting, payroll, or human resources, preferably in a public education setting; Proficiency in software applications (Microsoft Professional Office) and data systems management required.

Days: Monday through Friday

Hours: 40-hours/week

Benefits: Full benefits package (401K (PSERS), Health, Dental, Vision, and Life Insurance)

Interested applicants, please submit a letter of interest, application, resume, copies of certification, college transcripts, Act 168, Act 34, Act 114, Act 151 clearances and other pertinent information to: hr@mbit.org

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Applications will be taken until position is filled. EOE

"Preparing tomorrow's workforce today"