

**Bartlett Electric Cooperative, Inc.** is currently seeking a qualified candidate for a Payroll Specialist position. The ideal candidate should be highly motivated, well-organized, reliable, and must be familiar with computer applications, including Microsoft Word and Excel. At least five (5) years' experience in payroll or financial accounting in an accounting department, preferably with an electric cooperative or utility company, is required. A Bachelor's in Business Administration (BBA) or related degree is preferred, but not required.

A Payroll Specialist is responsible for accurately and efficiently coordinating and performing the payroll process for BEC. The Payroll Specialist computes payroll earnings for all employees and prepares direct deposit payouts associated with the earnings on a routine basis in accordance with BEC policies and procedures. The Payroll Specialist accurately prepares and submits payroll taxes and other payroll-related reports to federal and state agencies, as required. Must be knowledgeable of payday rules and regulations. Familiarity with an employee self-serve time entry system is a plus.

### **Competitive Pay & Benefits**

#### **Employment requires:**

Background check  
Pre-employment drug screen  
Pre-employment physical  
Valid Texas Driver's License  
Acceptable driving history  
Job Type: Full-time

Contact Carrie Wenzel, Chief Human Resource Officer, at [cwenzel@bartlettec.coop](mailto:cwenzel@bartlettec.coop) for a complete Position Description or to submit a resume.