



## **Our Company**

OPT Edge is leading the first shared service center of its kind with a full team of school finance and resource professionals. The mission of the company is to bridge the gap in helping schools, businesses, and communities more effectively manage their resources, realize alternative revenue streams, and come together in creating and recognizing value through innovative funding solutions.

The OPT Edge group is a dynamic and results-oriented team of financial leaders that has partnered with the Montgomery County Education Service Center and multiple schools to implement a fresh look at school funding developed through extensive hands-on experience, collaboration, and cross industry studies.

Using cutting edge policy, technology, and communication the OPT Edge team builds resource solutions that are data-driven, and will help schools and communities find economic success. This growing partnership has a proven history of creative and effective structuring of tax millage, program-based financing, operational solutions, collaborative leadership, and transparency.

## **Our Culture**

OPT Edge offers a unique work environment for self-directed individuals who are passionate about learning and driving change. OPT Edge strives to create a culture that encourages balance, innovation, creativity, and impactful results.

## **Job Opportunity**

OPT Edge is looking to add a Payroll Specialist to our team.

The responsibilities for this position will include the following:

- Perform daily Payroll Department operations
- Manage workflow to ensure all payroll transactions are processed accurately and timely
- Reconcile payroll prior to transmission and validate confirmed reports
- Understand proper taxation for Federal, State, and Local taxes
- Process and remit accurate voluntary and involuntary deductions
- Develop ad hoc financial and operational reporting as needed
- Oversee and perform month, quarter, and year- end close activities
- Research, troubleshoot, and communicate any payroll related issues or employee inquiries



## Desired Skills and Experience

- Bachelor's Degree in related field or working towards a Bachelor's Degree
- Previous public education experience preferred
- Prior payroll and state software experience preferred
- Strong computer skills with advanced skill level in Excel
- Strong time-management skills
- Remarkable work ethic
- Resolve complex issues in creative, concise, and effective ways
- Ability to work in a fast-paced environment
- Ability to set and manage goals and meet strict deadlines
- Ability to maintain confidentiality and discretion
- Self-directed and excellent at time management
- Willing to travel locally

## Contact

Go to [www.optedge.com](http://www.optedge.com) to see all of our current job postings.

If interested send resume to:

[info@optedge.com](mailto:info@optedge.com)

