

**CENTRAL CONNECTICUT STATE UNIVERSITY
JOB OPPORTUNITY
PAYROLL CLERK**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: State Employees / Candidates on a current Payroll Clerk examination list (see Eligibility Requirements)

Location: Payroll Department

Job Posting No: C14-064

Hours: Monday through Friday, 8 A.M. to 5 P.M. with a 1 hour meal period (40 hours per week)

Salary: \$42,039 to \$55,131 Annually

Closing Date: January 22, 2014

Eligibility Requirements: Candidates must have applied for and passed the Payroll Clerk examination and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

Knowledge, Skills and Abilities: Knowledge of payroll terminology, practices and procedures; knowledge of basic accounting and bookkeeping principles and procedures; knowledge of general office procedures; skill in performing arithmetic computations; basic interpersonal skills; ability to read, understand and apply applicable contract guidelines and regulations; ability to maintain records and files; ability to follow complex oral and written instructions; ability to operate office equipment which includes personal computer and other electronic equipment.

General Experience: Three (3) years of experience in bookkeeping, accounts payable or clerical work involving finances.

Special Experience: One (1) year of the General Experience must have involved payroll preparation.

Substitutions Allowed: **1)** College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of two (2) years. **2)** One (1) year as a Financial Clerk performing payroll duties may be substituted for the General and Special Experience.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit: **1)** a cover letter specifying this posting (C14-064); **2)** a completed State application (**CT-HR-12 – available at http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf** and **3)** the names, titles and phone numbers of two current professional references. **Application packages will not be considered without these documents. Applications must be postmarked by January 22, 2014. Faxes will not be accepted. Send cover letter, application and references to:**

**Human Resources
Davidson Hall – Room 119
Central Connecticut State University
1615 Stanley Street
New Britain, CT 06050**

(Telephone: 860-832-1756)

All candidates for employment at Central CT State University are subject to a pre-employment background investigation, including criminal background check, federal sanctions, and reference checks. Selection for employment is contingent upon satisfactory completion of the background investigation.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity and affirmative action employer. Members of all underrepresented groups, women, veterans and persons with disabilities are invited and encouraged to apply.