

**OFFICE OF THE STATE COMPTROLLER
JOB OPPORTUNITY
FINANCIAL CLERK**

[PLEASE FOLLOW THE SPECIAL APPLICATION FILING INSTRUCTION AT THE BOTTOM OF THE PAGE](#)

Open To: Candidates of the Current Examination List
Location: 55 Elm Street, Hartford CT
Job Posting No: #102405
Hours: Full Time (40 hrs/week)
Salary: \$35,569 (CL 12) Starting Annual Salary
Closing Date: Monday, September 14, 2012 – **Application materials must be received by 5:00 p.m. by this date.**

The Retirement Services Division – MERS of the Office of the State Comptroller (OSC) are currently seeking qualified candidates to fill one (1) Financial Clerk position. This position is accountable for the preparation and/or maintenance of payroll, agency accounts, financial statements, cash accounting or other bookkeeping and record keeping functions in an agency.

Eligibility Requirement: Candidates must have applied and passed the **Financial Clerk** exam 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 in the class may apply for a lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for the particular vacancy.**

Examples of Duties: Performs the full range of activities in the preparation, execution and maintenance of the MERS monthly retiree payroll; reviews all changes on payroll; calculates and processes retroactive payments and annual increments; maintains files of payroll records, forms, data and documentation, reconciles, corrects and adjusts as necessary; investigate possible erroneous payments or reportedly inaccurate taxes and/or deductions made to retirees; examines and performs all related duties with regard to payroll information received from MERS members to determine the amount of MERS contributions (town and employee); responds to retiree inquiries regarding paychecks and payroll practices and procedures; performs all aspects of retiree health insurance billing and workers compensation contributions billing which includes but is not limited to entering, billing and balancing health insurance changes for 30 + carriers and regular monthly changes.

IDEAL CANDIDATE SHOULD HAVE THE FOLLOWING QUALIFICATIONS AND SKILLS

- Knowledge and experience of payroll processing with deductions
- Proficient with Word and Excel
- Customer service experience
- Health Insurance and Workers Compensation Billing
- Ability to operate office equipment

General Experience: Two (2) years' clerical experience in accounting, financial record keeping or bookkeeping. Substitution Allowed: 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.

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 must submit a cover letter, a resume, and an application for employment (CT-HR-12) original **AND** one copy. **Please indicate the job posting number on the application form. State employees must include copies of their last 3 service ratings** no later than the closing date at the top of this announcement to:

**Grace Soares, Human Resources Associate
Office of the State Comptroller/Human Resources
55 Elm Street, 2nd Floor, Room 208
Hartford, CT 06106**

OR

Phone: (860) 702-3322

Fax to: (860) 702-3324 (If faxing, only one application is necessary)

E-Mail: grace.soares@po.state.ct.us

INCOMPLETE APPLICATION PACKAGES AND THOSE RECEIVED AFTER THE CLOSING DATE INDICATED ABOVE WILL NOT BE CONSIDERED.

AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and person and disabilities.