

HOUSATONIC COMMUNITY COLLEGE

JOB OPPORTUNITY

PAYROLL CLERK/CL15

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

Open To: Candidates on a current examination list.

Location: Housatonic Community College, Bridgeport, CT

Job Posting No: 87753

Hours: 40 hours per week. Monday through Friday, 8:00 – 5:00 p.m. Some night and weekend hours may be required.

Salary Range: \$40,814.00 - \$53,525.00

Closing Date: November 16, 2012; Applications must be received by this date.

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

Knowledge, Skills and Abilities: Knowledge of general office procedures, interpersonal skills; basic oral and written communications; ability to operate office equipment including personal computer or other automated equipment, must have a high degree of neatness, accuracy, thoroughness and ability to work effectively with figures, and with the public.

Perform a wide variety of Payroll Clerk duties:

- Receive and review timecards for accuracy and enter payroll for fulltime, part- time and student employees into CORE Payroll System.
- Adjust payroll for collective bargaining increases, annual increases, etc.
- Calculate deductions for health services, group life insurance, union dues, salary adjustments, workers compensation, and other deductions.
- Respond to questions regarding payroll and attendance issues.
- Telephone/interpersonal contact with the public.
- Computerized record keeping and preparation of reports
- Perform other related work as required.

Preferred Skills and Ability: Knowledge of CORE, Windows and Microsoft Office are preferred.

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

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

Application Instructions: Interested and qualified candidates who meet the above requirements must submit **cover letter, resume and the required* Application for Examination or Employment (CT-HR-12)**** available online at http://www.das.state.ct.us/HR/Forms/CT-HR-12_Application.pdf to:

Mail: Human Resources Department
Payroll Clerk Search
Housatonic Community College
900 Lafayette Boulevard
Bridgeport, CT 06604-4704 or

PLEASE DO NOT FAX

E-mail: ho-humanresources@hcc.commnet.edu (**Attachments ONLY**)

* *Incomplete submissions without the required application (or with incorrect application) will not be accepted.*

***CT-HR-12 application must be completed in its entirety; references to resume are not acceptable.*

AN 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 persons with disabilities.