

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

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

Open To: Candidates on a current Payroll Clerk examination list or lateral transfers (see Eligibility Requirements)

Location: Payroll Department

Job Posting No: C17-023

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

Salary: \$46,721 to \$61,096 Annually (CL-16)

Closing Date: December 1, 2016

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.

Preferred Experience:

Experience using Microsoft Office applications, specifically, MS Word and Excel
Experience working with Core-CT
Experience in a fast-paced environment with interpersonal and customer services skills

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 complete application package by the closing date that includes the following:

- 1) Cover letter specifying this posting number (C17-023)
- 2) A completed State application (**CT-HR-12**) – available at http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf
- 3) The names, titles and phone numbers of two current professional references.
- 4) State employees attach copies of your two most recent performance appraisals.

Incomplete application packages will not be accepted. Applications must be received by Human Resources before 5 p.m. on Thursday, December 1, 2016, for consideration. Faxes will not be accepted. Send or deliver application packages to:

**Human Resources
Davidson Hall – Room 101
Central Connecticut State University
1615 Stanley Street
New Britain, CT 06050**

(Telephone: 860-832-0031)

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.