

DEPARTMENT OF REVENUE SERVICES
ANTICIPATED JOB OPPORTUNITY

PAYROLL CLERK

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

OPEN TO: Candidates on a current examination list or Lateral Transfers
LOCATION: Dept. of Revenue Services, 25 Sigourney St., Hartford, CT 06106
SALARY: \$42,039 – \$55,131 (Annually) **WORK HOURS:** 40 hour work week
CLOSING DATE: Friday, October 11, 2013 **POSTING NUMBER:** 13-55

ELIGIBILITY: **Candidates must have status as a Payroll Clerk or have passed the Payroll Clerk examination and be on the list promulgated by the CT Department of Administrative Services (DAS). Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

POSITION DESCRIPTION: The **Department of Revenue Services** has an immediate need for a motivated **Payroll Clerk** to perform a full range of activities in the preparation and maintenance of employee payroll for a CORE-CT Self-Serve agency with 600+ permanent and 140 temporary employees. The successful candidate will have current payroll experience; excellent customer service and interpersonal skills; excellent organizational skills; technical experience and knowledge of automated payroll systems, EXCEL, MS Word; ability to work independently; ability to work in a team environment; ability to effectively work with critical deadlines; and the ability to work in a fast-paced environment.

KEY RESPONSIBILITIES:

Prepares biweekly regular, overtime, and supplemental payrolls: reviews employee time cards and/or timesheets for accuracy and completeness and posts hours worked to master payroll cards; reviews personnel and/or payroll change notices and posts changes and/or adjustments to master files, e.g. new hires, transfers, reclassifications, terminations, retirements, overpayments and/or underpayments, wage increases, deduction changes (health insurance, union dues and/or fees, credit union payments, charitable contributions, bond or sheltered tax annuity payments, group life insurance payments, etc.); calculates gross wages; notes deductions on worksheets and deduction summary sheets; prepares and balances prelists for Central Payroll (Office of State Comptroller), noting both salary and deduction data OR codes standard payroll action forms in conjunction with computerized payroll system; prepares and totals various deduction worksheets, e.g. Credit Union, Medical and/or Insurance Providers, etc.; prepares and submits summary sheets and transmittal certificates OR detailed analysis of expenditure reports and expenditure certificates to Central Payroll; verifies check register and printouts from Central Payroll against worksheets and records; performs various clerical accounting functions such as calculating balances and posting charges to expenditure accounts; prepares supplemental payrolls such as longevity payments, vacation pay, promotional adjustments, etc.; calculates and processes retroactive payments, collective bargaining increases and annual increments; performs various clerical accounting functions such as calculating balances and posting charges to expenditure accounts; verifies provider checks issued by Office of State Comptroller against own records; verifies providers' bills in same manner; keeps abreast of collective bargaining contract requirements and restrictions as related to payroll (dates for salary increases; overtime, shift differential and holiday pay restrictions, etc.); responds to employee inquiries regarding paychecks and payroll practices and procedures; maintains various records and files for payroll data and forms; may calculate workers compensation and/or retirement payments; may calculate and monitor payroll deductions for court ordered wage executions (garnishments); may consult division or facility supervisors regarding employee time recorded; performs related duties as required.

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 should submit a cover letter, a resume, and a completed state **Application for Employment** (CT-HR-12) to the address listed below. The CT-HR-12 can be located at http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf. **We are unable to accept applications by email or fax.**

Department of Revenue Services
Human Resources, 19th Floor
25 Sigourney St. Ste 2
Hartford, CT 06106
Attention: Kim Zordan

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.