

**CHARTER OAK STATE COLLEGE**  
**JOB OPPORTUNITY**  
**ASSOCIATE FOR BUSINESS SERVICES**

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

**Open To:** The Public  
**Location:** 55 Paul J. Manafort Drive, New Britain, CT 06053  
**Hours:**  
**Salary:** \$51,469  
**Closing Date:** October 14, 2014

**General Knowledge:** Performs basic duties relating to personnel management and full range of professional business services functions (e.g. payroll, time and attendance, accounts payable, receipts, accounts receivable, purchasing) as well as facilities management. Affirmative Action monitoring, and provides office administration and secretarial support to CFAO and Finance & Administration Division. This role includes word processing, data entry, research, report generation, bookkeeping, telephone, facilities monitoring, vendor interface for copier and facility contracts, mail and correspondence preparation.

**Preferred Skills and Ability:** N/A

**Special Knowledge:** See complete job description at <http://www.charteroak.edu/AboutUs/Employment>

**Position Summary:**

**Personnel Management:** Preparing and updating reports, charts, manuals, handbooks

- Providing employees with information and/or referral on policies, practices, and procedures
- Processing Worker's Compensation and Unemployment Compensation claims
- Assisting in recruitment process by placing ads in newspaper and developing and mailing position announcements to researched recruitment sources
- Monitoring recruitment for job seekers by referral source and Affirmative Action

**Payroll Processing:**

- Reviewing employee timecards for accuracy and completeness
- Calculating total hours worked of part-time employees and student workers
- Entering change data into automated payroll system

**Facilities Support:**

- Serving as a contact person to the vendors that support the building and building operations, e.g., copiers, HVAC, furniture, space planning, College car, cleaning, etc.
- Assisting with the development of RFP's and vendor selection upon the request of the Director of Finance or CFAO.

**Purchasing:**

- Procuring office and building supplies

**Special Experience:** Bachelor's degree and at least one (1) year relevant work experience including human resources experience. Considerable knowledge of office administration and management; knowledge of business communications, MS Word and MS Excel; ability to use automated personnel, payroll and student database systems; detail oriented; advanced organizational skills; excellent oral and written communication skills; extensive interpersonal skills in dealing with persons with persons at various levels; ability to schedule and prioritize workflow.

**Substitution Allowed:** N/A

**Eligibility Requirement:** Interested and qualified candidates who meet the above requirements should submit a cover letter and resume at [www.charteroak.edu/AboutUs/Employment](http://www.charteroak.edu/AboutUs/Employment) by October 14, 2014. No phone calls please.

**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.