



JOHN L. SALOMONE
TOWN MANAGER

TOWN OF NEWINGTON

131 CEDAR STREET
NEWINGTON, CONNECTICUT 06111

CAREER OPPORTUNITY

POSITION: ACCOUNT CLERK II (Payroll)	PAY RANGE: \$1,881 bwkly	CLASSIFICATION/ GRADE: C-10	EEOC Clerical
LOCATION: Finance Department Town Hall	APPLY BY: November 26, 2008	APPLY TO: Town Manager 131 Cedar Street Newington, CT 06111	

ESSENTIAL FUNCTIONS:

Under general supervision from a designated supervisor, performs clerical accounting work of some complexity and variety in one or more of the functional areas of accounts payable, general accounting, and/or payroll; performs general office clerical work.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Plans and organizes work according to established or standard office procedures.
- Performs calculating, posting, and verifying duties in processing financial data for application in accounts payable, accounts receivable, and/or payroll system.
- Reviews bills submitted by vendors for payment, verifies bills and initiates procedure for issuing checks; reviews printed checks, verifies, and mails checks to vendors.
- Receives revenue from departments, state, or federal agencies, and directly from the public. Records, and posts revenue received into automated financial system.
- Prepares and processes payroll information of a confidential nature.
- Maintain tables and functions for automated payroll programs; enters or sets up payroll information for entry into automated system.
- Receives payroll information from employees and/or departments; checks and verifies hourly rates, overtime payments, and workers compensation benefits; revises for deductions, garnishments or other attachments.
- Compares computer prepared data against source documents for accuracy and processes paychecks.
- Maintains employee leave accruals and records.
- Prepares and verifies quarterly (941) and yearly (W-2; 1099) reporting documents and files with appropriate government agencies.
- Prepares bank deposit forms.
- Enters and retrieves information through an automated financial system.
- Prepares statistical information of some complexity for supervisor.
- Sets up and maintains office files and records as needed; types reports, correspondence, and performs related clerical work.
- Operates computer terminal, calculator, typewriter, and other office equipment.

MINIMUM QUALIFICATIONS:

The skills and knowledge required would generally be acquired with:

- a high school education with course work in Bookkeeping or Commercial Arithmetic, and
- two years of responsible clerical accounting experience.
- Knowledge of MUNIS software desirable.

See www.newingtonct.gov for additional duties and qualifications and to download a formal Town application.

Testing Procedure: Written and/or Practical Testing - May also include Oral Panel and/or Interview

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