



TOWN OF WALLINGFORD

Open Competitive Examination

Human Resources Department
Wallingford Town Hall
Room 301
45 South Main Street
Wallingford, Connecticut 06492
Telephone (203) 294-2080
Fax (203) 294-2084

PAYROLL CLERK

\$27.22 - \$32.68 (Hourly)

General Statement of Duties: Performs the tasks necessary to process all general government payrolls and to maintain all payroll records. The work involves the following: processing workers' time cards or time work records; processing and adjusting for changes in wage rates, salary, supplementary benefits, federal withholding tax, FICA tax, pension and other deductions; editing payroll listings against source documents; tracing and correcting errors; preparation of payroll checks and all related payroll reports (i.e., payroll journal, federal withholding, FICA, voluntary deductions and any others as may be required); maintains employee payroll files; prepares up-date and monitors budgetary payroll files. Performs related work as required. Work requires a practical knowledge of governmental regulations, payroll policies and computerized payroll processing systems.

Supervision Received: Works under general supervision of Deputy Comptroller or designated supervisor. Work is reviewed and subject to periodic audit.

Supervision Exercised: May, when so assigned, assign, assist and instruct clerical workers engaged in related work.

Required Knowledge, Skills, and Abilities: Considerable knowledge of and skill in operation of calculators, typewriters and other computer processing equipment; knowledge of principles of bookkeeping and accounting; knowledge of modern office practices and procedures; ability to make arithmetical calculations with speed and accuracy; considerable ability to understand complex written and oral instructions; ability to analyze work problems and make decisions; ability to assign, assist and instruct other clerical workers; ability to develop and maintain effective working relationships with associates and the public.

Qualifications: Must have a minimum of five (5) years of experience in responsible office work involving typing, accounting, bookkeeping, data entry and payroll processing systems. Graduation from high school or business school or have a State Equivalency Certificate.

Fringe Benefits: Excellent Health Insurance Packages, Group Life Insurance, Pension Plan, Paid Holidays, Paid Vacations, Paid Sick Leave.

Application Forms: May be obtained at the Human Resources Department, Town of Wallingford, 45 South Main Street, Wallingford, CT 06492. Forms will be mailed upon request from the Department Human Resources or maybe downloaded from the Department of Human Resources Web Page.

Examination: Written – 100% **or** Oral – 100% **or** Background Evaluation – 100% **or** Written- 50%/Oral – 50% **or** Written 50%/Background Evaluation – 50% **or** Oral – 50%/Background Evaluation – 50%

Closing Date: The closing date will be the date the 50th application or resume is received or April 10, 2023, whichever occurs first.

THE TOWN OF WALLINGFORD IS AN EQUAL OPPORTUNITY EMPLOYER