



# TOWN OF SUFFIELD

Town Hall, 83 Mountain Road, Suffield, Connecticut 06078

## **OPEN COMPETITIVE JOB POSTING**

**Effective: February 2, 2012 through February 17, 2012**

# **ACCOUNTING ASSISTANT**

The Town of Suffield seeks qualified applicants for the position of Accounting Assistant. This is a full-time, hourly position that reports to the Director of Finance. This is a 35 hour per week position. The office hours of the Finance Department is presently Monday through Thursday 8:00 a.m. to 4:30 p.m. and Friday 8:00 a.m. to 1:00 p.m. The Finance Department is staffed by the Director of Finance and two full-time Accounting Assistants.

This position performs responsible technical and clerical accounting work involving the processing of the Town's payroll.

Duties include:

- Receives and reviews timesheets from departments for signatures, employees' initials, completeness and total hours. Resolves any issues identified during the review or for more complex issues informs the Finance Director and/or Human Resources Director for assistance or guidance.
- Reviews Timesheets in accordance with union contracts
- Inputs employee changes into MUNIS and other systems as needed.
- Prepares paychecks, payroll advices, and W-2's.
- Enrolls employees in health, dental, disability and life insurance and processes payments.
- Performs other related work as assigned.

The successful candidate for this position must be able to work independently and will receive guidance and general supervision from the Director of Finance.

**Qualifications:** High School Diploma supplemented by business courses and three (3) years of progressively responsible payroll processing work involving the use of a computer and processing payroll for over 100 employees. Payroll reporting requirements knowledge required. Knowledge of and experience in MUNIS is preferred.

**Compensation:** This is a Town Hall Union pay grade 10 level position. Effective July 1, 2011, the minimum hourly rate is \$21.68 and the maximum is \$27.09.

**Benefits:** Thirteen paid holidays per year · Paid vacation days · Health Insurance · Pension Plan · Optional participation in the Town's defined contribution retirement plan with a maximum Town match of 2% of the employee's gross annual income, including overtime · Short-Term Disability, Long-Term Disability and Life Insurance

This position is available immediately. If interested and qualified, please submit a letter of interest and a completed Application for Employment and/or resume by the listed deadline date. Application forms may be obtained from and must be submitted to the: Town of Suffield Human Resources Department, 83 Mountain Road, Suffield, CT 06078. For any questions, please contact the Human Resources Department at (860) 668-3840.