

TOWN OF NORTH HAVEN PERSONNEL REQUISITION

To Requisitioner: The Civil Rights Act of 1964 prohibits discrimination in employment because of race, color, creed, religion, sex or national origin. Federal law also prohibits other types of discrimination such as age. The laws of most states also prohibit some or all of the above types of discrimination as well as some additional types such as discrimination based upon ancestry, marital status or physical or mental handicap or disability. Any expressions of limitations in these areas expressed in this requisition should be warranted by a bona fide occupational or legally permissible reason.

Date Posted: February 21, 2024

Closing Date: When filled.

FROM: Director of Administration/Procurement

DEPARTMENT: Finance

I. DESCRIPTION OF NEED

DATE NEEDED	NUMBER OF EMPLOYEES	JOB TITLE	JOB CLASSIFICATION NUMBER	HIRING SALARY RANGE	JOB SALARY RANGE
ASAP	1	Bookkeeper II - Payroll	6	\$26.15	\$33.20

If Temporary, for how long?
PART TIME:

WHICH SHIFT? DAYS FULL TIME: X HOURS: 35
If part time, what hours or days?

II. REASON FOR NEED

REPLACEMENT: Yes No

ADDITION: Yes No If yes, state funding.

III. REQUIREMENTS

EDUCATION: GRADE SCHOOL

HIGH SCHOOL

COLLEGE

COMMERCIAL OTHER

EXPERIENCE:

Very good knowledge of Principles/Practices of Governmental Bookkeeping. Considerable knowledge of Town administrative/fiscal policies. Payroll (1,500 normal biweekly transactions/2,000 seasonal). Experience with MUNIS in-house payroll processing and procedures. Considerable knowledge of federal and state payroll tax reporting systems and electronic filing procedures. Fundamental understanding of federal and state labor laws, the Town's eight (8) labor contracts and levels/types of benefits afforded Town employee groups. Considerable knowledge of timecard auditing and of relationship between payroll and workers compensation. Must be able to operate PC in Microsoft Office/Excel environment. Must be able to create/maintain spreadsheets and reports for budget, deferred compensation, absentee reporting and pension contribution systems. Must maintain spreadsheets for retroactive pay resulting from labor settlements. Provides assistance to Human Resources as needed.

APPROVED BY: _____SEL

_____DA/P