



Southington Public Schools

June 25, 2020

NOTICE OF VACANCY

POSITION: **Payroll/Benefits Secretary Class I**
Monday through Friday (260 Day Work Year)
Work hours: 8:00 am until 4:30 pm for a 37.50-hour workweek

LOCATION: **Central Office**

SALARY: **\$24.41 to \$27.81 per hour (contract in negotiations)**

DESCRIPTION: Process all time and attendance for hourly employees for each payroll. Set up employee information in time and attendance program. Process and post overtime, vacation, sick and personal day requests for all staff. Maintain employee payroll files. Coordinate health, life and disability insurance benefits. Maintain records and deductions of benefits programs for active staff and retirees. Assist in ACA tracking. Track attendance records for paid and unpaid leaves. Process payroll in the absence of the payroll supervisor. Perform any other job related responsibilities as assigned by the immediate supervisor.

QUALIFICATIONS: High School diploma with some college or business school education desirable. Minimum of two years' experience in payroll and benefits required. Excellent computer skills including familiarity with Microsoft Office™, payroll systems and software. Excellent interpersonal and communication skills.

APPLICATION PROCEDURE:

Please submit your application through our website:
<http://www.applitrack.com/southingtonschools/onlineapp>
Review of applications may begin immediately

APPLICATION CLOSING DATE:

July 9, 2020

Optimal Start Date: **ASAP**

Southington Public Schools is an EQUAL OPPORTUNITY EMPLOYER