



CITY OF WOONSOCKET, RHODE ISLAND

PERSONNEL OFFICE

Employment Advertisement

CONTROLS CLERK

The City of Woonsocket is looking for a Controls Clerk. Reporting to the Finance Director, the Controls Clerk assists with all functions related to payroll processing and deductions, account payable processing and electronic employee records maintenance. Other duties include, but are limited to, the following: ensures the accuracy of all payroll related records for appropriate processing and compliance with collective bargaining agreements and the City's personnel code. Processes all deductions, as they relate to insurance coverages, loan repayments, voluntary employee retirement deductions, as well as the state retirement system. Prepares reports on all deduction payments to outside parties. Reviews and corrects all data for year-end W2 and 1099R forms. Reconciles weekly payroll batches to the general ledger. Assists with other members of the Finance Department as assigned. Must have a high school diploma or GED equivalent with at least three (3) years of previous clerical office experience. Payroll experience is preferred. Must be able to type at a minimum rate of thirty-five (35) words per minute. Must be knowledgeable of Microsoft Word and Excel computer programs.

Application Deadline: Tuesday, June 6, 2023

Classification: Local 670, RI Council 94, AFSCME, AFL-CIO

Weekly Rate: \$988.45 to \$1,052.32 per week [M74]

Hours of Work: 35.0 Hours

Examination Date: Thursday, June 8, 2023 at 4:00 p.m.
Woonsocket City Hall, Second Floor Conference Room
169 Main Street, Woonsocket, RI 02895

Typing Certificate: Typing Certification can be obtained through RI Department of Labor & Training by appointment at (401) 235-1201, or online at www.typing.com

To Apply: We offer a competitive benefit and compensation package. For more information on this position including a full position description and job application, please visit the "Employment" section on the City of Woonsocket website at www.woonsocketri.org. Please forward your completed job application, resume and typing certificate to Nikki Aphonphanh, Personnel Assistant, City of Woonsocket, 169 Main Street, Woonsocket, RI 02895. You may send your information electronically to naphonphanh@woonsocketri.org.

About Woonsocket: A City that upholds forward thinking principles for both employees and residents. Located in Rhode Island's Blackstone Valley, the City of Woonsocket is a vibrant, urban community and is surrounded by the growing suburban communities of Lincoln, Cumberland and North Smithfield, and boasts a positive business climate where City officials and the business community work together to build a strong economy. Woonsocket is centrally located in the Boston/Worcester/Providence triangle, and home to CVS Corporation, a Fortune 500 company.

An Equal Opportunity Employer