



## POSITION VACANCY ANNOUNCEMENT

**DATE:** October 10, 2019

**TITLE OF POSITION:** Payroll and Personnel Coordinator

**BARGAINING UNIT/ SALARY RANGE:**

Hourly salary consistent with the MCCS and MSEA salary schedule (Level 18) including an excellent benefit package

**RESPONSIBILITIES:** Responsible to plan, organize and accurately process bi-weekly payroll for all College employees ensuring all state and federal required paperwork is accurately completed and maintained. Reviews accrued time and attendance records and other payroll related items such as deductions, overtime pay, wage changes, and special deductions ensuring employees are paid timely and appropriately. Provides employees with benefit paperwork to include but not limited to health, dental and life insurance, health and dependent care spending accounts, etc. Inputs employee benefit information and transactions such as new hires, terminations and status changes into an automated system to ensure employee payroll records are accurate and up-to-date. Performs background checks and provides confidential information to College officials as requested and necessary as related to payroll.

**MINIMUM**

**QUALIFICATIONS:** Associate Degree and up to and including 4 years of related office experience.

**KNOWLEDGE, SKILLS & ABILITIES:**

Sufficient to maintain appropriate data bases in order to process payroll for all College employees.

**SCHEDULE:** 40 Hours/Week Monday through Friday)  
8:00 a.m. to 4:30 p.m.  
Evening and weekend hours may be required

**APPLICATION:** Employment Application available at [cmcc.edu](http://cmcc.edu) – Employment at CMCC  
This position will remain open until filled, however, in order to receive full consideration, please send a **completed CMCC employment application**, a current resume and letter of interest by October 23, 2019, to:

[tcrossley@cmcc.edu](mailto:tcrossley@cmcc.edu)  
Todd Crossley  
Central Maine Community College  
1250 Turner Street, Auburn, Maine 04210  
207-755-5434

To enrich education through diversity, Central Maine Community College is an equal opportunity/affirmative action institution and employer. For more information, please call (207) 755-5233.