



Payroll Officer I
New Hampshire State Liquor Commission
Part time Payroll Officer I
Part time position
20 hours a week
\$14.69/HR

The New Hampshire State Liquor Commission is accepting applications for a Payroll Officer I position located at 50 Storrs Street, Concord, New Hampshire 03301.

PLEASE INDICATE ON YOUR APPLICATION, THE POSITION & LOCATION YOU ARE APPLYING FOR.

Closing date: Friday, March 9, 2012

SCOPE OF WORK: To assist with transactions and tasks relative to payroll and leave accounting.

MINIMUM QUALIFICATIONS:

Education: Associate's degree from a recognized college, with a major in business administration, accounting, human resources or a related field. Each additional year of approved formal education may be substituted for one year of required work experience.

Experience: Two years' experience in human resources, auditing, business or accounting with at least one year in a payroll section. Each additional year of approved work experience may be substituted for one year of required formal education.

The successful candidate must be proficient in MS Word, Excel, Outlook, and must be familiar with operating typical office equipment.

Special Requirements: Applicants must be able to satisfactorily undergo a state police criminal records check and reference check as a condition of employment. These checks will be performed at the Liquor Commission's expense, and will be performed for new hires, transfers and promotions if one has not been completed in the last 12 months.

How to Apply: An application for employment may be obtained from 50 Storrs Street, Concord, New Hampshire or New Hampshire Division of Personnel 25 Capitol Street, Concord, New Hampshire (603) 271-3261 and is available on the Internet at www.admin.state.nh.us/hr/emplomentlisting.html. Return completed applications to PO Box 503, Concord, New Hampshire, 03302-0503.

Inquiries regarding this opportunity may be directed to Lorrie Bradshaw, Payroll Supervisor at (603)230-7037 or lbradshaw@liquor.state.nh.us

For further information, please contact Cathy Thornton in Human Resources at (603)230-7052 or hr@liquor.state.nh.us.

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