

OFFICE OF THE STATE COMPTROLLER  
JOB OPPORTUNITY  
ACCOUNTING CAREERS TRAINEE (TARGET CLASS OF ACCOUNTS EXAMINER)

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** The Public  
**Location:** Accounts Payable Division, 55 Elm Street, 6th Floor, Hartford, CT 06106  
**Job Posting No:** 100178  
**Hours:** Full Time/40 Hours per Week

**Salary:**

Bachelor's degree with 15 semester hours in accounting - \$46,480.00 (Step3) 2nd year trainee salary \$49,607.00 (Step5)  
Bachelor's degree with 30 semester hours in accounting - \$49,607.00 (Step5) 2nd year trainee salary \$52,745.00 (Step7)  
Master's degree in a related field and 15 credits in accounting - \$49,607.00 (Step5) 2nd year trainee salary \$52,745.00 (Step7)  
Master's degree in a related field and 30 semester hours in accounting - \$51,181.00 (Step6) 2nd year trainee salary \$52,745.00 (Step7)

**Closing Date:** Must be received in this office by close of business (5:00 p.m.) 4/18/2014

The Accounts Payable Division of the Office of the State Comptroller (OSC) is currently seeking qualified candidates to fill one (1) Accounting Careers Training position. This position is accountable for mastering the skills necessary to satisfactorily complete the training program for a professional accounting or auditing position. The target classification is Accounts Examiner.

**Example of Duties:**

The successful candidate will be trained to develop EPM and SQL queries; create accounting system queries to balance detail payment records from the statewide accounting system in producing a final summary record; process vendor payment cancellations and check replacement/reissues; analyze vendor transactions for Internal Revenue Service (IRS) reportability, and issuance of IRS Forms 1099MISC, 1099S and 1099G to affected vendors and transmittal to the IRS; notify agency personnel of detailed procedures; explain IRS regulations and their proper application in the Core-CT financial module; monitor IRS regulations for changes and new reporting requirements; assist management in resolving purchasing, accounts payable and related matters in the Core-CT financial module; prepare periodic financial reports for management pertaining to division production and statewide agency statistics; develop and maintain Excel and Access database from Core-CT downloads; process vendor payment offsets for authorized government entities; conduct training relating to agency and central user (APD) procedures related to Core-CT processes; analyze payments to towns and municipalities and assist in reconciliation; process daily, biweekly, monthly and annual pay cycles for vendor payments; respond to Freedom of Information requests and performs other related duties as required.

**Minimum Qualifications Required**

**Knowledge, Skill and Ability:**

Knowledge of accounting and auditing principles and practices; knowledge of business mathematics and statistics; some knowledge of business uses of data processing; some knowledge of effective report writing; ability to read and understand written materials.

**EXPERIENCE AND TRAINING:**

**General Experience:**

Possession of a Bachelor's degree in accounting or in a closely related business field with at least 15 semester hours in accounting.

**Please Note: Appointment to position in this class shall be for a period not to exceed twenty four (24) months.**

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

**PREFERRED EXPERIENCE AND SKILLS:**

- Previous experience in accounts payable, purchasing, taxation and governmental accounting
- Knowledge of ERP systems, (i.e. Core-CT, PeopleSoft, Oracle or other).
- Strong analytical and computer skills including extensive use and creation of Microsoft Access Databases and Excel Macros. Familiarity with SQL and/or VBA a plus.
- Excellent written and communication skills including analytical reports and drafting of memoranda.

**Application Instructions:**

Interested and qualified candidates who meet the above requirements must submit a cover letter, a completed signed State Application Form (CT-HR-12), college transcripts, proof of degree and resume (original AND one copy), listing knowledge of spreadsheet software and database skills. (Please indicate the job posting number on the application form) no later than the closing date at the top of this form to:

**Grace Soares, Human Resources Associate  
Office of the State Comptroller/Human Resources  
55 Elm Street, 2nd Floor, Room 208  
Hartford, CT 06106**

**INCOMPLETE APPLICATION PACKAGES AND THOSE POSTMARKED AFTER THE CLOSING DATE INDICATED  
ABOVE WILL NOT BE CONSIDERED.**

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

**The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the  
applications of women, minorities, and persons with disabilities.**