

**Teachers' Retirement Board  
JOB OPPORTUNITY  
Accounting Careers Training for target class:  
Accountant**

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

**Open To:** Public  
**Location:** 765 Asylum Avenue, Hartford, CT  
**Job Posting No:** **35344**  
**Hours:** Full Time, 40 hours/week  
**Salary:** Starting at AR15 \$49,312 annually  
**Closing Date:** **February 1, 2016**

The Teachers' Retirement Board has job opportunities for two (2) entry-level Accountant positions in its Fiscal Division. Individuals will receive two (2) years on-the-job training related to account maintenance for members. Responsibilities include the accounting of revenues and expenditures related to the various benefit programs we administer.

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

**The preferred candidate will have demonstrated experience in the following:**

- Attention to detail
- Advanced Microsoft Excel
- Ability to adapt to changing work priorities and compressed deadlines
- PeopleSoft, CORE-CT, or comparable financial program

**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 information technology; some knowledge of effective report writing; ability to read and understand written materials; ability to utilize computer software.

**Examples of Duties:** Receives training in introductory accounting or auditing work for development of skills and knowledges in order to qualify for advancement into a professional agency accounting or auditing position; performs a variety of increasingly difficult duties as skills are acquired during course of training period; examines financial records of governmental or private businesses and accounting methods and procedures to assure compliance with statutes, regulations, guidelines or accepted accounting principles; may receive training in such areas as maintaining financial records and accounts, establishing financial statements and schedules and preparing budget estimates; performs related duties as required.

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

**Application Instructions:** Interested and qualified candidates who meet the above requirements should submit a cover letter describing your interest and suitability for the position, resume, and Application for Employment (CT-HR-12) [http://das.ct.gov/HR/Forms/CT-HR-12\\_Application.pdf](http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf) via fax or email to:

**Deborah Hearl, Human Resources Specialist  
Dept. of Administrative Services/SMART  
Confidential Fax: (860) 622-2873 – OR –  
Email to [DAS.HR.SMART@ct.gov](mailto:DAS.HR.SMART@ct.gov)  
Subject line MUST include: ACTACCT, 35344 and your last name.**

Please note: due to the large volume of applications received, we are unable to field phone inquiries and confirm receipt of applications.

**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.