

**Teachers' Retirement Board**  
JOB OPPORTUNITY  
Accounting Careers Trainee  
**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:** 35345  
**Hours:** Full Time, 40 hours/week  
**Salary:** AR15 \$44,654 - \$57,637 annually; Target Class: Accountant: AR23 starting \$64,284  
**Closing Date:** July 17, 2015

The Teachers' Retirement Board is recruiting for an Accountant position to be under-filled with an Accounting Careers Trainee who will work under the immediate and close supervision of accountants or similar professional employees to whom on-the-job training or supervision has been delegated. The length of the training program is two (2) years. If a candidate has a Master's Degree which is an allowed substitution for the target classification the training program may be reduced by one (1) year. Incumbents in this class will be eligible for promotion to the target class of Accountant without further competitive examination after successful completion of the two (2) year training program. Incumbents in this class who meet the minimum qualifications of the target class before the end of the training program must take and pass a competitive examination for the target class in order to be considered for promotion.

Selected candidate will receive training in introductory accounting or auditing work for development of skills and knowledge 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.

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

[Ability to adapt to changing work priorities and compressed deadlines](#)

[Attention to Detail](#)

[PeopleSoft, Core-CT or comparable financial program](#)

[Microsoft Outlook, Word and Excel](#)

**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.

**Experience and Training:**

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

**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 35345 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.