

DEPARTMENT OF DEVELOPMENTAL SERVICES  
CENTRAL OFFICE  
JOB OPPORTUNITY

**ACCOUNTING CAREERS TRAINEE (TARGET CLASS ACCOUNTS EXAMINER)**

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

**Open To:** Candidates with a Bachelor's Degree in accounting or in a closely related business field with at least 15 semester hours in accounting.

**Location:** 460 Capitol Ave., Hartford

**Job Posting No:** 15380

**Hours:** 40 hours/week – Monday - Friday (First Shift)

**Annual Salary:** pay plan AR-15  
Bachelor's degree with 15 semester hrs in accounting: \$46,480 (Step3) - 2nd year trainee salary \$49,607 (Step5)  
Bachelor's degree with 30 semester hrs in accounting: \$49,607 (Step5) - 2nd year trainee salary \$52,745 (Step7)  
Master's degree in a related field and 15 credits in accounting: \$49,607 (Step5) - 2nd year trainee salary \$52,745 (Step7)  
Master's degree in a related field and 30 semester hrs in accounting: \$51,181 (Step6) - 2nd year trainee salary \$52,745 (Step7)  
After completion of training program once promoted to target class of Accounts Examiner – pay plan AR-23 (\$62,411-\$80,682)

**Closing Date:** December 9, 2013

The Department of Developmental Services is currently recruiting for **Accounts Examiner (to be under-filled at the Accounting Careers Trainee level)**. As an Accounting Careers Trainee will be accountable for mastering the skills necessary to satisfactorily complete the training program for the target class of Accounts Examiner.

**Eligibility Requirement:**

Candidates must have a Bachelor's degree in Accounting or in a closely related business field with at least 15 semester hours in accounting.

**Examples of Duties:**

This position will have an integral role within the Department conducting financial and operational audits, inclusive of internal audits and of private provider organizations, reviews of other pertinent programs of the Department, and collaborates with interstate agencies. Will have an understanding of audited financial statements, general ledger reports, subsidiary ledger reports, and EDP system reports. Will be able to review policies, procedures, statutes, and regulations pertaining to the appropriate programs and utilize them to conduct audits. Perform related duties as required.

**Knowledge, Skill & 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.

**Preferred Skills & Experience:**

- Effective oral and written communication skills
- Strong analytical skills
- Good computer skills

**Term of Appointment:**

- For candidates with a Bachelor's Degree the length of training period is two (2) years.
- For candidates with a Master's Degree in accounting, the length of training period may be reduced to one (1) year.

**Promotion:** Incumbents in this class will be eligible for promotion to the target class of Accounts Examiner without further competitive examination after successful completion of the two (2) year training program.

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

**Application Procedure:**

Interested and qualified candidates who meet the above requirements should submit a fully completed Application for Examination or Employment (CT-HR-12) located at [www.das.state.ct.us/exam](http://www.das.state.ct.us/exam). Also include college transcripts and proof of degree. Current State employees must also provide copies of their last two performance appraisals. Non-State employees must also provide 2 letters of reference.

All application materials must be received by 11:59 p.m. on the closing date indicated above.

Send application materials to:

**Department of Developmental Services — Central Office**  
460 Capitol Avenue  
Hartford, CT 06106  
Attn: Ms. Daimar Ramos  
Email: [Daimar.Ramos@ct.gov](mailto:Daimar.Ramos@ct.gov) Phone: 860-418-6121 Fax: 860-418-6004

**Preferred methods of application are via fax or email.**

**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.