



Department of
ADMINISTRATIVE SERVICES
Job Postings



Department of Economic and Community Development
Office of Financial Review

ACCOUNTING CAREERS TRAINEE (Target Class: Accounts Examiner)

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

Open To: The Public
Location: 505 Hudson Street, Hartford, CT 06106
Job Posting No: 112656
Hours: Full time, 40 hours per week—1st shift Monday-Friday
Salary: Grade AR-15: \$1,889.33 - \$2,080.43 bi-weekly (\$49,312-\$54,299 annual)
Closing Date: October 26, 2016—applications must be received no later than 5:00 PM

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

General Information: This position reports to the Supervising Accounts Examiner and follows an established training program. Successful completion of the program culminates in promotion to Accounts Examiner, Class Specification 0030.

Required Knowledge, Skills 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; written and verbal communication skills; ability to utilize computer software.

Preferred Experience: In addition to the above requirements, the preferred candidate will have: analytical skills; knowledge of PeopleSoft software or the State's CORE-CT system; experience using Microsoft Access and Excel.

Examples of Duties: Refer to Examples of Duties listed on DAS Class Specification 0034, which can be viewed by accessing this link <http://das.ct.gov/HR/JobspecNew/JobDetail.asp?FCC=7276>. Receives training in introductory accounting or auditing work to develop the skills and knowledge necessary to qualify for advancement to an agency accounting or auditing position; performs a variety of increasingly difficult duties as skills are acquired during the course of the training period; examines financial records of governmental or private businesses and accounting methods and procedures to ensure 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.

Term of Appointment to this trainee position shall be for a period not to exceed twenty-four (24) months. For specific terms, refer to Term of Appointment listed on DAS Class Specification 0034.

Promotion to target class: refer to criteria for Promotion listed on DAS Class Specification 0034.

Note: The filling of this position will be in accordance with reemployment, SEBAC and transfer rules as applicable.

Application Instructions: Interested and qualified applicants should submit a cover letter that describes their interest and suitability for the position, a resume, and an Application for Employment (Form CT-HR-12) to:

Joe Olender, Human Resources Specialist
Department of Administrative Services, Small Agency Resource Team—SmART Unit
165 Capitol Avenue, 5th Floor East, Hartford, Connecticut 06106

Confidential Fax (preferred method of submission): 860-622-2833

Materials may be attached to email and sent to Joseph.Olender@ct.gov

Applicants should identify Job Posting No. 112656 on their application. We will not 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.