

DEPARTMENT OF TRANSPORTATION
JOB OPPORTUNITY
ASSOCIATE ACCOUNTANT
BUREAU OF AVIATION

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

Open To: State Employees
Location: Newington, CT
Job Posting No: 31314
Hours: Full time, 40 hours per week
Salary: AR-26 - \$69,891 to \$89,888 annually
Closing Date: December 19, 2011

Position Description: The Connecticut Department of Transportation currently has two Associate Accountant position opportunities in the Bureau of Aviation in Newington, CT. These positions are in the P-5 bargaining unit.

These positions will be assigned to the Bradley International Airport general ledger and financial reporting unit and will be responsible for the following duties as assigned: Prepares monthly cash flow instructions for the Bradley Trustee; reconciles all funds and accounts within the Bradley enterprise fund; prepares and records general ledger entries and accruals; undertakes key aspects of operating and capital budget development and administration; maintains the Airport rate model and prepares Airport rates and charges; operates the Bradley accounting and financial management system; produces monthly, quarterly and annual financial reports; prepares and maintains schedules and documentation, and coordinates activities related to, the annual independent audit of the Bradley enterprise fund, other related duties as assigned. Knowledge, skills and experience in the accounting and financial management of enterprise funds using generally accepted accounting principles (GAAP) is preferred.

Eligibility Requirement: Candidates must have applied for and passed the Associate Accountant exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

Minimum Qualifications Required:

Knowledge, Skills and Abilities: Considerable knowledge of professional accounting principles and practices including governmental accounting and budgeting; interpersonal skills; oral and written communication skills; considerable ability to analyze and evaluate financial records, methods and procedures; ability to devise and install accounting procedures and systems; some supervisory ability.

Experience and Training:

General Experience: Seven (7) years of experience in accounting or auditing.

Special Experience: One (1) year of the General Experience must have been at the level of Accountant, Auditor or Accounts Examiner with responsibility for the exercise of independent analysis and judgment in the application of professional accounting principles and practices.

Substitutions Allowed:

1. College training in accounting or a closely related field may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.
2. A Master's degree in accounting may be substituted for one (1) additional year of the General Experience.
3. Certification in any of the following may be substituted for one (1) additional year of the General Experience: Certified Public Accountant, Certified Internal Auditor.

The filling of these positions will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Submit a cover letter which states your interest and suitability for the positions, resume, application (State of Connecticut Application for Examination or Employment Form CT-HR-12), and two most recent service ratings to:

DEPARTMENT OF TRANSPORTATION
Attn: Jacqueline Ouellette
Bureau of Finance and Administration
Office of Human Resources
2800 Berlin Turnpike
Newington, CT 06111

Applications must be received by 5:00 p.m. on Monday, December 19, 2011 and will not be considered complete without all required documents and information.

Applications forms are available at: http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf. Refer to the DAS website at <http://das.ct.gov/HR/JobspecNew/JobSearch.asp> for job specification requirements. Interviews may be limited to candidates whose experience and training most closely meet the requirements of this position. The candidate pool resulting from these interviews may be used to fill future Associate Accountant positions in the Bureau of Aviation within one year.

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.