

Teachers' Retirement Board
JOB OPPORTUNITY
Associate Accountant

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

Open To: Current Exam List Candidates; State employees who currently hold or previously attained permanent status
Location: 765 Asylum Avenue, Hartford, CT
Job Posting No: **109473**
Hours: Full Time, 40 hours/week
Salary: \$76,373 - \$98,224 annually
Closing Date: **November 18, 2015**

The Teachers' Retirement Board is currently recruiting for an Associate Accountant position in its Fiscal Division. This position will be responsible for performing duties related to the management of pension & healthcare payments made on behalf of public school teachers.

The preferred candidate will have demonstrated experience in the following:

CORE-CT in the modules of EPM, General Ledger, Accounts Payable & Purchasing
Advanced Excel Skills (VLOOKUP, Pivot Tables, etc.)
Demonstrates taking initiative
Leading staff on projects

Minimum Qualifications Required Knowledge, Skill and Ability:

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 judgement in the application of professional accounting principles and practices.

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 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
Subject line MUST include: AssocAcct 109473 and your last name.
DO NOT HAND DELIVER

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.