

**CENTRAL CONNECTICUT STATE UNIVERSITY
JOB OPPORTUNITY
ACCOUNTING CAREERS TRAINEE (TARGET CLASS ACCOUNTANT)**

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

Open To: The Public

Location: Fiscal Affairs

Job Posting No: C14-084

Hours: Monday through Friday, 8 A.M. to 5 P.M. with a 1 hour meal period (40 hours per week)

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 Accountant – pay plan AR-23 (\$62,411-\$80,682)

Closing Date: June 17, 2014

Central Connecticut State University is currently recruiting for an Accounting Careers Trainee that will be accountable for mastering the skills necessary to satisfactorily complete the training program for the target class of Accountant.

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

Knowledge, Skills and Abilities: 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.

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

TERM OF APPOINTMENT: 1) The length of the training program is two (2) years.
2) 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.

PROMOTION:

- 1) Incumbents in this class will be eligible for promotion to the target class without further competitive examination after successful completion of the (2) year training program.
- 2) 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.

Note: The filling of 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: **1)** a cover letter specifying this posting (C14-084); **2)** a completed State application (**CT-HR-12 – available at http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf** and **3)** the names, titles and phone numbers of two current professional references. **Application packages will not be considered without these documents. Applications must be postmarked by June 17, 2014. Faxes will not be accepted. Send cover letter, application and references to:**

**Human Resources
Davidson Hall – Room 119
Central Connecticut State University
1615 Stanley Street
New Britain, CT 06050**

(Telephone: 860-832-1756)

All candidates for employment at Central CT State University are subject to a pre-employment background investigation, including criminal background check, federal sanctions, and reference checks. Selection for employment is contingent upon satisfactory completion of the background investigation.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity and affirmative action employer. Members of all underrepresented groups women, veterans and persons with disabilities are invited and encouraged to apply.