State of Connecticut
JOB POSTING

OFFICE OF GOVERNMENTAL ACCOUNTABILITY
ELECTIONS ENFORCEMENT DIVISION
JOB OPPORTUNITY
ACCOUNTS EXAMINER (JOB CLASS 0030) PCN 00100996
MAY BE UNDER FILLED AS AN ACCOUNTING CAREERS TRAINEE (JOB CLASS 0034)

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

Open To:	**Candidates on a current examination list – Accounts Examiner** **The Public – Accounting Careers Trainee**	
Location:	**18-20 Trinity St., Hartford, CT**	
Hours:	**40 per week Full Time**	
Salary:	**Accounts Examiner:** **Accounting Careers Trainee**	**AR-23 $60,593.00 – $78,332.00** **AR-15 $42,090.00 --$54,328.00**
Closing Date:	**3/20/2012**	**Job Posting Number: 100996**

Eligibility Requirement Accounts Examiner:
Candidates must have applied for and passed the Accounts Examiner exam and be on the current certification list promulgated by the Department of Administrative Services (DAS) for the Accounts Examiner classification. State employees currently holding the Accounts Examiner title or those who have previously attained permanent status may apply for lateral transfer. Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.

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

Minimum Qualifications Required Knowledge, Skill and Ability:
Knowledge of and ability to apply professional accounting and auditing principles and practices; knowledge of and ability to apply relevant statutes and regulations; interpersonal skills; oral and written communication skills; ability to analyze financial records, documents and reports; ability to prepare comprehensive reports including narrative and statistical sections; ability to utilize EDP systems for financial management. Must be proficient with Excel and very familiar with Word.

Minimum Experience and Training Requirements for Accounts Examiner

General Experience: Six (6) years of experience in accounting or auditing**.**

Special Experience: Two (2) years of the General Experience must have been at or above the paraprofessional level. **Note**: Work at the paraprofessional level requires the exercise of some independent judgment in applying basic accounting principles and may be compared to the level of a full charge bookkeeper. For state employees this is the equivalent to Assistant Accountant.

Substitution 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) year of the General and Special Experience: Certified Public Accountant, Certified Internal Auditor.
4. Two (2) years of experience as an Assistant Accountant may be substituted for the General and Special Experience.

Example of Duties:

Apply accounting methods and procedures to ensure compliance with accepted accounting principles, laws and regulations and state or federal requirements in four types of reviews:

1. Performs Grant Application Reviews for committees that are participating in the Citizens' Election Program.
2. Performs Preliminary Grant Application Reviews for committees that intend to participate in the Citizens' Election Program.
3. Performs filing reviews of campaign disclosure statements. Communicates with committee treasurers, candidates, and campaign staff to resolve filing issues, to educate, and to recommend corrective action if necessary.
4. Performs Post Election Examinations. Communicates with committee treasurers, candidates, and campaign staff to resolve filing issues, to educate, and to recommend corrective action if necessary.

Special Requirements:

1. Incumbents in this class may be required to travel. This travel would be only occasionally and in-state.
2. Incumbents in this class may be required to work evenings and weekends as needed. Peak demand is during May to October of even-numbered years.

Note:

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

Application Instructions:

Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and the required CT-HR-12 State Employees Application available online at hhttp://www.das.state.ct.us/HR/Forms/ct-hr-12 application.pdf to:

OFFICE OF GOVERNMENTAL ACCOUNTABILITY
18-20 Trinity St., 5th Floor
Hartford, CT 06106
Fax: 860-256-2997
Ph: 860-256-2996
Kathleen.howe@ct.gov

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.