

**DEPARTMENT OF LABOR
EMPLOYMENT OPPORTUNITY
Accounting Careers Trainee (AR 15)
Target class: Revenue Examiner 1 (AR 23)
****EXTENDED CLOSING DATE******

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

Open To: The Public
Location: Field Audit – 5 positions, locations in the following regions: (2) Bridgeport (1) Hamden (1) Hartford, (1) Waterbury
Hours: 8:00 a.m. to 4:30 p.m.
Salary: SCHEDULE OF STARTING SALARIES FOR ACCOUNTING CAREERS TRAINEE

Minimum Requirements	Hiring Rate	Completion of 1 Year of Training
Bachelor's degree with 15 semester hours in accounting	Step 3 (\$45,126 annually)	Step 5
Bachelor's degree with 30 semester hours in accounting	Step 5 (\$48,162 annually)	Step 7
Master's degree in a related field and 15 credits in accounting	Step 5 (\$48,162 annually)	Step 7
Master's degree in a related field and 30 semester hours in accounting	Step 6 (\$49,690 annually)	Step 7

Closing Date: 2/21/11

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

Special Requirement:

1. Incumbents in this class will be required to travel.
2. Incumbents in this class will be required to use their own personal vehicle, with reimbursement.

EXAMPLES OF DUTIES: Receives training in the following job functions; prepares for audits by reviewing tax returns, prior audit reports and other available data preliminary to the audit; in conducting a field audit, meets with taxpayers to discuss audit procedures, answers questions and obtains necessary information and records, then examines and verifies business and financial records; in conducting an office audit, reviews tax returns and supporting documents filed by taxpayers; prepares papers supporting all adjustments; computes assessments; reviews and discusses audit findings with taxpayer and/or representative to illustrate how tax laws and rulings apply to taxpayer's specific operations and support audit results; prepares statistical and narrative reports explaining and supporting audit results; answers taxpayers inquiries such as how to fill out a tax return and what records must be maintained; may participate in hearings of disputed cases; conducts or assists in conducting taxpayer examinations to ensure accurate contributions to the Unemployment Compensation Trust Fund, performs related duties as required.

CAREER PROGRESSION:

After completion of two (2) years of successful and satisfactory performance as an Accounting Careers Trainee in the same agency, an incumbent will be moved to the Revenue Examiner 1 classification.

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 an Application for Examination or Employment (CT-HR-12), which must clearly indicate location preference(s). In addition, if you are a non-agency applicant you will need to complete and sign the Addendum to the Application for Examination or Employment (CT-HR-13). Please include with your application, a copy of your college transcripts. If you are selected for the position you will be required to provide an official transcript. Current state employees are required to submit their last two service ratings. The CT-HR-12 and CT-HR-13 can be downloaded from the DAS website at <http://das.ct.gov/employment>, and must clearly indicate location preference(s). Submit **via mail** to:

**Department of Labor
Human Resources Office/Maria LaRosa
200 Folly Brook Boulevard
Wethersfield, CT 06109
FAX (860) 263-6699**

****Please note:** If you are choosing to fax your application, it is not necessary to also send an original copy. Due to the large number of expected applicants we cannot confirm receipt of application materials. Please do not call concerning your application.

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.