

OFFICE OF THE STATE COMPTROLLER
JOB OPPORTUNITY
ACCOUNTING CAREERS TRAINEE (TARGET CLASS OF ACCOUNTS EXAMINER)

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

Open To: The Public
Location: Accounts Payable Division, 55 Elm Street, 6th Floor, Hartford, CT 06106
Job Posting No: #100178
Hours: Full Time/40 Hours per Week
Salary: \$45,126 (AR15) Starting Annual Salary
Closing Date: Monday, December 12, 2011

The Accounts Payable Division of the Office of the State Comptroller (OSC) is currently seeking qualified candidates to fill one (1) **Accounting Careers Training** position. This position is accountable for mastering the skills necessary to satisfactorily complete the training program for a professional accounting or auditing position. The target classification is **Accounts Examiner**.

Example of Duties:

The successful candidate will be trained to develop EPM and SQL queries; process vendor payment cancellations and check replacement/reissues; analyze vendor transactions for Internal Revenue Service (IRS) reportability, and issuance of IRS Forms 1099MISC, 1099S and 1099G to affected vendors and transmittal to the IRS; notify agency personnel of detailed procedures; explain IRS regulations and their proper application in the Core-CT financial module; assist management in resolving purchasing, accounts payable and related matters in the Core-CT financial module; prepare periodic financial reports for management pertaining to division production and statewide agency statistics; develop and maintain Excel and Access database from Core-CT downloads; process vendor payment offsets for authorized government entities; conduct training relating to agency and central user (APD) procedures related to Core-CT processes; analyze payments to towns and municipalities and assist in reconciliation; process daily, biweekly, monthly and annual pay cycles for vendor payments; respond to Freedom of Information requests and performs other related duties as required.

Minimum Qualifications Required

Knowledge, Skill and Ability:

Knowledge of accounting and auditing principles and practices; knowledge of business mathematics and statistics; some knowledge of business uses of data processing; some knowledge of effective report writing; ability to read and understand written materials.

EXPERIENCE AND TRAINING:

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.

Please Note: Selected candidate for this Trainee Position is expected to be promoted to the target class of Accounts Examiner after successful completion of the one (1) year training program.

SCHEDULE OF STARTING SALARIES FOR ACCOUNTING CAREERS TRAINEE

Minimum Requirements Training	Hiring Rate	Completion of 1 Year of
Bachelor's degree with 15 Semester hours in accounting	Step 3	Step 5
Bachelor's degree with 30 Semester hours in accounting	Step 5	Step 7
Master's degree in a related field and 15 credits in accounting	Step 5	Step 7
Master's degree in a related field and 30 semester hours in accounting	Step 6	Step 7

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 must complete and forward the appropriate signed State Application Form (CT-HR-12) (original **AND** one copy). **(Please indicate the job posting number on the application form)** no later than the closing date at the top of this form to:

Elena Vazquez, Human Resources Assistant
Office of the State Comptroller
Human Resources Office
55 Elm Street, 2nd Floor, Room 208, Hartford, CT 06106
Phone: (860) 702-3323
Fax: (860) 702-3324 (If faxing, only one application is necessary.)
Email: elena.vazquez@po.state.ct.us

The State Application (CT-HR-12) may be obtained from the Department of Administrative Services website at: www.das.state.ct.us; or at the Office of the State Comptroller's Human Resources Office.

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.