

REVISED

**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: Appointment to positions in this class shall be for a period not to exceed twenty four (24) months.

SCHEDULE OF STARTING SALARIES FOR ACCOUNTING CAREERS TRAINEE

<u>Minimum Requirements</u>	<u>Hiring Rate</u>	<u>Completion of 1 Year of Training</u>
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.