

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

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

Open To: The Public
Location: Field Audit – multiple vacancies in the following areas: Bridgeport (337), Hamden (338), Hartford (339), New London (341), Waterbury (340), and Wethersfield (342)
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	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

Closing Date: October 18, 2011

Job Posting No. Job posting numbers are listed in parenthesis next to the city where the vacancy is located.

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 a cover letter, a resume and an Application for Examination or Employment (CT-HR-12). 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). Current state employees are required to submit their last two service ratings. You should also include a copy of your official transcript which identifies your degree status and the required credits in accounting. The Job Posting No. is listed in the parenthetical next to the location. If any or all these materials are not available at the time that you submit your application package you may still be considered for an interview, however, you cannot be considered for appointment until we have received all of the necessary documentation.

The CT-HR-12 and CT-HR-13 can be downloaded from the DAS website at <http://www.das.state.ct.us/cr1.aspx?page=13>. Application packages will not be considered without these documents. Submit via mail to:

**Department of Labor
Human Resources Office
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.**

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.