

**DEPARTMENT OF LABOR  
EMPLOYMENT OPPORTUNITY  
ACCOUNTING CAREEERS TRAINEE (AR 15)  
BUSINESS MANAGEMENT**

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

**Open To:** Public

**Location:** 200 Folly Brook Boulevard, Wethersfield

**Job Posting No:** 690

**Hours:** Full-time

**Salary:** SCHEDULE OF STARTING SALARIES FOR ACCOUNTING CAREEERS 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:** November 10, 2014

**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.

**EXAMPLES OF DUTIES:** Receives training in introductory governmental work in the following duties: Records complex and compound journal entries; prepares balance sheets and financial statements involving multiple accounts; analyzes and interprets accounting records and reports; assists higher level staff in planning, design and implementation of accounting procedures or systems; reviews expenditures and prepares or reviews financial statements; assists in budget management by compiling and reviewing agency manager program budget proposals, preparing estimates and calculations of projected expenditures and quarterly allotments, and preparing monthly reports; monitors fiscal aspects of grant programs by preparing or reviewing financial reports, reviewing expenditures for compliance with grant contracts, providing technical assistance to grantees in maintaining accounting records; recommends accounting related improvements to business practices such as accounting controls and financial reviews; utilizes EDP systems for financial records, reports and analysis; assists in EDP experts in planning and implementation of financial aspects of EDP systems; in addition to professional accounting tasks, may supervise bookkeeping (e.g. maintenance, balancing and reconciling of accounts), accounts payable and/or receivable functions or other accounting related paraprofessional or clerical functions; performs related duties as required.

**PREFERRED SKILLS:** Preference may be given to candidates with experience in accounting and/or to individuals with an accounting degree.

**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 promoted to Accountant (AR-23).

**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, State of Connecticut Application for Examination or Employment (CT-HR-12), and the Connecticut Department of Labor Pre-Authorization and Release form (immediately follows this job announcement) which includes a statement regarding the Guide to the Code of Ethics for Public Officials and State Employees. Current state employees are required to submit their last two service ratings and attendance record since November, 2012. Current Department of Labor employees are not required to submit attendance record and the Pre-Authorization and Release form. The CT-HR-12 can be downloaded from the DAS website at <http://www.das.state.ct.us/cr1.aspx?page=13>. Applications will not be considered if incomplete, missing materials, or not received or postmarked by the above closing. Submit via mail to:

DEPARTMENT OF LABOR – HUMAN RESOURCES  
200 Folly Brook Boulevard  
Wethersfield, CT 06109  
FAX NUMBER (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. Not all individuals who apply will be granted an interview.

\*You do not have to supply evidence of your degree (an official college/university transcript) with your application package. However, this information will be required before a bona fide offer can be made. If your degree is from outside of the United States, you must submit certification from an accreditation services agency. The accreditation services agency must certify that your degree equates to a bachelor's or master's degree from an accredited American school or university.

**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.

CONNECTICUT DEPARTMENT OF LABOR  
Pre-Employment Screening – Authorization and Release

Completion of this form is voluntary; however, if consent to obtain this information is not given, it may have an adverse effect on your employment opportunities with the Connecticut State Department of Labor.

Applicant's Name (Last, First, Middle): \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Home Phone Number: (    ) \_\_\_\_\_

I, the undersigned, recognize and understand that this constitutes my consent and authorization to disclose or furnish any relevant and necessary information or records to the Department of Labor concerning my character, employment, or military service as may be necessary for a determination of my suitability for employment with the Connecticut State Department of Labor.

This authorization is executed with the full knowledge and understanding that the Labor Department will take measures to protect the aforementioned information against unauthorized disclosure to any parties not having a legitimate need for it in the discharge of the official business of the Department.

I hereby RELEASE any respondent from any and all liability for damages resulting from a decision by the Department not to employ me on account of compliance, or any attempts at compliance with this authorization, except for any damages resulting from knowingly providing false or misleading information or records about me.

A copy of this authorization shall be as effective and valid as the original. This authorization shall be valid for twelve (12) months from the date of my signature.

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Signature of Applicant

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As a candidate being considered for employment at the Department of Labor, I have reviewed a copy of the Guide to the Code of Ethics for Public Officials and State Employees.

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Signature of Applicant

A copy of the Guide to the Code of Ethics for Public Officials and State Employees may be obtained at the following link:

[http://www.ct.gov/ethics/lib/ethics/guides/2012/public\\_officials\\_and\\_state\\_employees\\_guide\\_december\\_2012\\_rev.pdf](http://www.ct.gov/ethics/lib/ethics/guides/2012/public_officials_and_state_employees_guide_december_2012_rev.pdf)

**\*\*Important note: Altered forms will NOT be accepted.**