



Department of
ADMINISTRATIVE SERVICES
Job Postings



**OFFICE OF THE TREASURER
JOB OPPORTUNITY
ASSISTANT CASH CONTROL OFFICER
CASH MANAGEMENT DIVISION**

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

Open To: The Public
Location: 55 Elm Street, Hartford, CT
Job Posting No: **00457**
Hours: Full Time, 40 hours/week
Salary: AR25 \$72,786-\$93,813 annually (New hires to state employment start at the minimum of the salary range)
Closing Date: July 21, 2017

This is a competitive classification that **DOES NOT** require candidates to have applied for and passed the Assistant Cash Control Officer exam. **EXAMINATION IS NOT REQUIRED.**

Knowledge, Skills and Abilities: Knowledge of cash management methods and practices; some knowledge of governmental accounting; knowledge of the preparation of cash revenue and expenditure projections; considerable oral and written communication skills; interpersonal skills; analytical skills; ability to research and prepare statistical reports; ability to utilize computer software.

General Experience: Eight (8) years of professional experience in finance.

Special Experience:

1. Three (3) years of the General Experience must have been in expenditure, revenue and budget analysis in a government organization or multi-faceted private enterprise with responsibility for multi-million dollar expenditures/sales.
2. Three (3) years of the General Experience must have involved personal computer-based financial modeling and forecasting.

Substitution Allowed:

1. College training in Business Administration, Public Policy, Accounting, Finance or a closely related field may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's Degree.
2. A Master's degree in Business Administration, Public Policy, Accounting, Finance or a closely related field may be substituted for (1) additional year of the General Experience.

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 should submit a cover letter, a resume, and an Application for Employment [CT-HR-12](#) to:

**Office of the Treasurer
55 Elm Street
Hartford CT 06106
Attn: Ted Janiszewski, Principal Human Resources Specialist
Confidential Fax: (860) 706-1387 or
Email to OTT.Recruiting@ct.gov**

Subject line MUST include: Assistant Cash Control Officer #00457 and your last name.

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.

If you are requesting special accommodations under the provisions of the Americans with Disabilities Act (ADA) please contact Ted Janiszewski at 860 702 - 3144 or Theodore.janiszewski@ct.gov