

DEPARTMENT OF TRANSPORTATION
JOB OPPORTUNITIES
BUREAU OF AVIATION
ACCOUNTANT

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

Open To: **Candidates on a current examination list.**
Location: Newington
Job Posting No: 31665
Hours: 40 hours per week
Salary: Pay Grade AR 23 (Step 1 = \$60,593 annually)
Closing Date: **April 18, 2012**

There are two (2) Accountant position opportunities available in the Bureau of Aviation, Revenue Accounting Unit in Newington.

Eligibility Requirement: **Candidates must have passed the Accountant exam and be on a current certification list promulgated by the Department of Administrative Services. State employees who currently hold this title or those who have previously attained permanent status in this title since their most recent hire date, may apply for lateral transfer. Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

Position Description: The selected candidates will perform duties from among these major responsibilities within the unit. Perform/ensure tenant billings/adjustments as dictated by their lease agreements for fixed rentals, commission payments, various fees and charges and various expense reimbursements; initiate required collection efforts in order to secure statistical reporting as required by the various lease agreements as well as payments due to the State; process all of the bureau receipts which includes identifying the appropriate coding and application, posting against the appropriate customer accounts, deposit preparation and daily wire transfer requirements to ensure compliance with State Statute requirements; communicate with tenants (both written and verbal) as required; track expired lease agreements and work directly with the bureau Leasing Unit to obtain sufficient supporting information that will allow continued billing as anticipated; perform periodic reconciliations to the various individual customer accounts; collection and review of annual audits and statements of gross receipts as required by the tenant and concession lease agreements; responsible for the fiscal administration of the Bradley Int'l Airport Automated Vehicle Identification (AVI) system as well as the fingerprinting and security badge processes which includes the tracking of the various users as well as the billings and receipts, issuance of penalties and refunds and maintenance of fund balances; perform required customer and lease administration which includes review of lease agreement provisions concerning the revenue operations, required system maintenance, tracking of various critical lease dates for follow-up requirements as well as tracking and documentation of billing instructions; perform daily and monthly system reconciliations to ensure posting accuracy; maintain required statistical tracking and identifies and researches any inexplicable variances; collection and review of the annual Passenger Facility Charge (PFC) audits required from the various carriers; prepare the required Federal Billings for grant funded projects; monitor various financial aspects of the airport parking operations; assist, as needed, in the annual development and administration of the various revenue budgets; cross training on certain duties; other related duties as required.

Preferred Knowledge, Skills and Abilities: Strong Excel ability (able to develop formulas within new worksheets as well as understand the workings and how to update formulas that exist within already established worksheets) is highly preferred. Experience using Word and Access is also preferred.

Applicants may refer to the DAS website at <http://das.ct.gov/HR/JobspecNew/JobSearch.asp> to view the job specification.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

Application Instructions: **Submit a cover letter which states your interest and suitability for the position, resume, and application (State of Connecticut Application for Examination or Employment Form CT-HR-12) to:**

**Ms. Toni Killen
Bureau of Aviation
PO Box 317546, 2800 Berlin Turnpike
Newington, CT 06131-7546
OR FAX # (860) 594-3094**

State employees must also include copies of last two service ratings received.

Due to the large volume of applications received, we are unable to confirm receipt or provide status updates during the recruitment process. Please refrain from contacting us for these purposes.

Late and/or incomplete applications will not be considered.

Applications forms are available at: http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf. Interviews may be limited to candidates whose experience and training most closely meet the requirements of this position. The candidate pool resulting from these interviews may be used to fill future positions in this classification in the Bureau of Aviation, within one year.

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, persons with disabilities and military veterans.