

DEPARTMENT OF MOTOR VEHICLES
JOB OPPORTUNITY

**ACCOUNTING CAREERS TRAINEE (TARGET CLASS ACCOUNTANT)
FISCAL SERVICES DIVISION**

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

Open To: The Public
Location: Department of Motor Vehicles, 60 State Street, Wethersfield, CT
Job Posting No: 7716
Hours: 8:00 am – 4:30 pm – Full time 40 hours
Starting Salary: \$45,126 annual (Salary Group AR-15, Step 3)
(Please view the Job Specification for further salary schedules, at <http://das.ct.gov/HR/JobspecNew/JobSearch.asp>)
Closing Date: November 16, 2011

The State of Connecticut Department of Motor Vehicles anticipates one opening in our Fiscal Division for an entry-level position in the Accounting Careers series. Successful candidates will be accountable for mastering the skills necessary to reconcile daily deposits and cash transfers for the agency statewide. Reconcile revenue accounts and process adjustments required for reconciling items. Strong Microsoft Excel skills are required in order to effectively build spreadsheet reconciliations with macro applications. Work effectively with bank staff to correct deposit discrepancies. Post deposits and adjustments to PeopleSoft. Knowledge of Quickbooks software is a plus.

Note: Individuals with Reemployment/SEBAC rights will be given first priority for Accounting Careers Trainee and Accountant.

Experience and Training:

Possession of a Bachelor's degree in accounting, or in a closely related business field with a least 15 semester hours in accounting.

Qualifications for Accounting Careers Trainee:

Bachelor's degree in accounting or in a closely related business field with at least Fifteen (15) semester hours in accounting required.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, college transcripts, and State Application Form CT-HR-12 indicating Accounting Career Trainee, and 7716 in the Examination Title block. Application can be downloaded from the Internet at: <http://das.ct.gov/employment>. Send application for employment to:

**Department of Motor Vehicles
Human Resources, Room 235
60 State Street
Wethersfield, CT 06161**

Please note: Due to the large number of expected applicants we cannot confirm receipt of application materials. Incomplete or late application packages will not be considered.

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.