



**INSURANCE DEPARTMENT  
JOB OPPORTUNITY**

**ACCOUNTING CAREERS TRAINEE  
(Target Class: Insurance Examiner (Examination & Market Conduct)  
Field Financial Examination Unit**

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

**Open To:** The Public  
**Location:** various (field assignments) – Main office located at 153 Market Street, Hartford, CT  
**Job Posting No:** 100163  
**Hours:** Full-time (40 hours per week)  
**Closing Date:** November 30, 2016

**Salary: Annually, first year of training, with degree in accounting or in a closely related field (i.e Finance, Insurance, Economics or Risk Management):**

	<u>Hiring rate</u>	<u>Completion of 1 Year of Training</u>
Bachelor's degree with 15 semester hours in accounting:	Step 3 \$49,312	Step 5 \$52,629
Bachelor's degree with 30 semester hours in accounting:	Step 5 \$52,629	Step 7 \$55,958
Master's degree in a related field and 15 credits in accounting:	Step 5 \$52,629	Step 7 \$55,958
Master's degree in a related field and 30 semester hours in accounting:	Step 6 \$54,299	Step 7 \$55,958

The Connecticut Insurance Department is recruiting to fill an Accounting Careers Trainee position for the Field Financial Examination Unit. This position will require the candidate to have either a Bachelor's degree or Master's degree in Accounting or in a closely related field and excellent analytical and written communication skills. This position requires 25-35% overnight travel within the State of Connecticut and out-of-state.

The selected candidate will receive on-the-job training for advancement into a professional level position of \*Insurance Examiner (Examination & Market Conduct) and will perform increasingly difficult tasks in examining the financial records of insurance companies to assess financial conditions. Tasks include: trace items on financial statements to original sources; verify assets and determine liabilities; interpret statutes and accounting guidance; and verifying accounting controls over the financial reporting process.

**KNOWLEDGE, SKILL AND ABILITY:**

Knowledge of accounting and auditing principles and practices; knowledge of business mathematics and statistics; some knowledge of business uses of information technology; some knowledge of effective report writing; ability to read and understand written materials; ability to utilize computer software.

**EXPERIENCE AND TRAINING:**

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

**\*TERM OF APPOINTMENT:**

1. The length of the training program is two (2) years for individuals with a Bachelor's degree in accounting or in a closely related business field with at least 15 semester hours in accounting.
2. The length of the training program is one (1) year for individuals with a Master's degree in accounting or in a closely related business field with at least 15 semester hours in accounting.
3. The length of the training program for an individual who earns a Master's degree in accounting or in a closely related business field with at least 15 semester hours in accounting while assigned to this classification is one year from the date the Master's degree is conferred or the end of the original two (2) year training period, whichever comes first.

**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, college transcripts and a fully completed Application for Employment (Form [CT-HR-12](#)) which is available at: [Department of Administrative Services website](#) State Employees to submit copies of their last two (2) service ratings.

**Please note- Incomplete, blank or late applications will NOT be considered. We are unable to confirm receipt of applications. Please send completed application package to:**

Connecticut Insurance Department  
Human Resources Division  
P.O. Box 816  
Hartford, CT 06142-0816  
Attn: Carmen Rivera, HR Assistant

**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.