

OFFICE OF THE STATE COMPTROLLER (OSC)
JOB OPPORTUNITY
ACCOUNTING CAREERS TRAINEE (TARGET CLASS: ACCOUNTS EXAMINER)

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

Open To: The Public
Location: 55 Elm Street, Hartford, CT 06106
Job Posting No: #0000827
Hours: Full Time (40 hrs. /week)
Salary: \$45,126 (AR15) Starting Annual Salary
Closing Date: May 31, 2013 – Application materials must be received by 5:00 p.m. by this date

Office of the State Comptroller (OSC) Accounts Payable Division is currently seeking qualified candidates to fill one (1) Accounting Careers Trainee position. This position is accountable for mastering the skills necessary to satisfactorily complete the training program for a professional accounting or auditing position. The target classification is Accounts Examiner.

Examples of Duties: Receives training in the following job functions: conducts post audits derived through an established random selection process of statewide expenditures claims; performs various ancillary examinations of critical statewide agency fiscal operations to ensure that integrity is maintained in the procurement and accounts payable processes; determines if state agencies are adhering to proper accounting, procurement and budgetary policies and complying with statutory authority; summarizes monthly discrepancies and issues monthly reports; provides advice to agencies relating to governmental accounting procedures, procurement regulations, contracting, personal service, purchase of service, leases and other fiscal practices as set forth by the regulating agencies; researches outstanding, unposted or unpaid encumbrance and expenditure documents and takes appropriate corrective action; explains encumbrance and expenditure processing to state agency users and its application to the accounting system; advises agencies concerning their appropriation accounting and reconciliation of encumbrance, expenditure and other related items, as well as other fiscal issues; designs, maintains and updates accounting spreadsheets of post audit findings; conducts routine audits of agency petty cash accounts; acts as liaison with personnel in other operating units and agencies to supplement and provide assistance in governmental accounting procedures and procurement regulations; assists in conducting state agency training sessions for encumbrance and expenditure processing; interprets federal tax reporting regulations and examines expenditure claims for compliance through ongoing expenditure post audits; performs audits of accounting system security roles on an agency-by-agency review to verify compliance with established internal accounting controls for procurement and accounts payable operations; conducts analysis to ascertain whether proper segregation of duties exists within each individual user's requested roles; develops queries to detect discrepancies, identify patterns and aid in the procurement and expenditure post audits; researches and interprets state statutes for their effect on the accounts payable process.

Knowledge, Skills and Abilities: 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; experience with use of spreadsheet and database computer applications; ability to read and understand written materials.

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

Note: Appointment to position in this class shall be for a period not to exceed twenty four (24) months.

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SCHEDULE OF STARTING SALARIES FOR ACCOUNTING CAREERS 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

Note: In accordance with State procedures, candidates appearing on Reemployment/SEBAC lists will be given first preference.

Application Instructions:

Interested and qualified candidates who meet the above requirements must submit a cover letter, a completed signed State Application Form (CT-HR-12), college transcripts, proof of degree and resume (optional) (original AND one copy). (Please indicate the job posting number on the application form) no later than the closing date at the top of this form to:

**Grace Soares, Human Resources Associate
Office of the State Comptroller/Human Resources
55 Elm Street, 2nd Floor, Room 208
Hartford, CT 06106**

OR

**Fax to: 860-702-3324 (If faxing, only one application is necessary.)
E-mail: grace.soares@po.state.ct.us**

INCOMPLETE APPLICATION PACKAGES AND THOSE RECEIVED AFTER THE CLOSING DATE INDICATED ABOVE 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.