

**STATE OF CONNECTICUT
DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION
EMPLOYMENT OPPORTUNITY**

**ACCOUNTING CAREERS TRAINEE
(Accountant is the Target Class)**

OPEN TO: The Public
NUMBER OF POSITIONS: 1
LOCATION: Middletown
JOB POSTING NO: 77597
CLOSING DATE: **Wednesday, October 10, 2012**

The Department of Emergency Services and Public Protection is recruiting to fill one (1) Accounting Careers Trainee position with the Accountant as the target class. In a state agency, this class is accountable for mastering the skills necessary to satisfactorily complete the training program for a professional accounting or auditing position.

Receives training in introductory accounting or auditing work for development of skills and knowledges in order to qualify for advancement into a professional agency accounting or auditing position; performs a variety of increasingly difficult duties as skills are acquired during course of training period; examines financial records of governmental or private businesses and accounting methods and procedures to assure compliance with statutes, regulations, guidelines or accepted accounting principles; may receive training in such areas as maintaining financial records and accounts, establishing financial statements and schedules and preparing budget estimates; performs related duties as required.

ACCOUNTING CAREERS TRAINEE: (\$\$42,090.00- \$\$54,328.00)

MINIMUM QUALIFICATIONS REQUIRED

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 degree in accounting or in a closely related business field with at least 15 semester hours in accounting.

PROMOTION:

Incumbents in this class are eligible for promotion without further competitive examination after the completion of a prescribed period of satisfactory service in their designated occupational specialty if they have permanent status and at least six months of service in the promoting agency.

TERMS OF APPOINTMENT:

Appointment to positions in this class shall be for a period not to exceed twenty four (24) months unless there is a change in the employing agency or designated target class.

State of Connecticut
JOB POSTING

APPLICATION INSTRUCTIONS:

Interested and qualified candidates who meet the above requirements should submit a cover letter, resume, CT-HR/12 (State Application) & CT-HR/13 (Addendum), and two (2) letters of professional references from current and/or previous supervisors. State employees must submit two most recent performance appraisals in lieu of references by ***Wednesday, October 10, 2012** to:

The Department of Emergency Services & Public Protection
1111 Country Club Road, Middletown, CT 06457-9294
Attn: Denise Shelton, HR Associate
Fax: (860) 685 - 8356

*Incomplete or late application packages will not be considered.

Please note that due to the large volume of applications received, we are unable to field phone inquiries and confirm receipt of applications. If faxing your packet; please do not send the original via mail, duplicates not necessary.

Interested candidates for employment at the Department of Emergency Services and Public Protection are subject to a detailed background investigation, including a criminal check, federal and reference checks. Selection for employment is contingent upon satisfactory completion of the background investigation.

These positions will be filled in accordance with reemployment, SEBAC, transfer, and promotional rules.

The State of Connecticut is an Affirmative Action/Equal Employment Opportunity Employer