State of Connecticut
EXAM ANNOUNCEMENT

STATEWIDE PROMOTIONAL EXAMINATION
ACCOUNTING MANAGER

Employees who would like to apply a previous score to this promotional exam will need to complete the Promotional Examination Score/Application Request Form CT-HR-26 and submit it to the Department of Administrative Services prior to the closing date on the examination announcement. See General Letter 38 for more information.

ANNUAL SALARY:	$ 83,464 / $113,809	SALARY GROUP:	MP 64	APPLICATION CLOSING DATE:	SEPTEMBER 8, 2016	EXAM NO:	160740SPAM

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW

PURPOSE OF CLASS: In a state agency this class is accountable for directing a large unit of Accountants and/or Accounts Examiners.

MINIMUM QUALIFICATIONS REQUIRED

THIS **PROMOTIONAL EXAMINATION** IS OPEN TO ANY **CURRENT** STATE EMPLOYEE WHO BY **SEPTEMBER 8, 2016** HAS PERMANENT STATE STATUS*, SIX MONTHS STATE SERVICE, AND THE FOLLOWING EXPERIENCE AND TRAINING:

GENERAL EXPERIENCE: Nine years' experience in accounting or auditing.

SPECIAL EXPERIENCE: Two years' experience performing the most complex accounting functions OR acting in a lead or consultative capacity at the level of Associate Accountant or Associate Accounts Examiner.

SUBSTITUTION ALLOWED: (1) College training in accounting or a closely related field may be substituted for the General Experience on the basis of fifteen semester hours equaling one-half year of experience to a maximum of four years for a Bachelor's Degree. (2) A Master's Degree in accounting may be substituted for one additional year of the General Experience. (3) Certification in any of the following may be substituted for one additional year of the General Experience: Certified Public Accountant, Certified Internal Auditor.

KNOWLEDGE, SKILLS AND ABILITIES (KSA'S): Considerable knowledge of and ability to apply relevant state and federal laws, statutes and regulations; considerable knowledge of professional accounting and auditing principles and practices; considerable knowledge of governmental accounting and budgeting principles; knowledge of and ability to apply management principles and techniques; considerable interpersonal skills; considerable oral and written communication skills; considerable ability to devise, implement and evaluate accounting procedures and systems; ability to utilize EDP systems for financial management.

THE EXAMINATION WILL BE COMPOSED OF:

PART	WEIGHT
EXPERIENCE AND TRAINING	100%

APPLICATION/EXAMINATION PROCEDURE

APPLICANTS MUST SUBMIT:
(1) Completed Application Form (CT-HR-12)
(2) Supplemental Examination Materials (see instructions below)

In order to be considered for admittance into this examination, you must complete all parts of the examination application (CT-HR-12) detailing how you meet the minimum experience and training requirements stated above AND complete the required examination materials as detailed below. Applicants who do not submit the required application and supplemental examination materials by the closing date will not be admitted into the examination and will not have the right to appeal this decision. Resumes and/or vitas will not substitute for the required application form or for the required examination materials.

EXAMINATION INSTRUCTIONS: **Section 1**. For each job (maximum of three) which you feel has best prepared you for the job of Accounting Manager include a 1-2 page (typed or printed) description detailing your duties and responsibilities. (Applicants serving provisionally or temporarily in the title of Accounting Manager cannot include this as one of the three jobs.) Each job description should begin on a separate page and begin with your job title, company name and location, dates of employment, and number of hours worked per week. This should be followed by a description of your duties and responsibilities organized and formatted around the numbered items that follow. **(1)** Experience applying professional accounting, and auditing principles and practices. Please detail your experience developing, implementing and/or evaluating accounting/auditing procedures and systems. Be specific as to the nature and purpose of these procedures and systems and your exact role in these areas. Also describe the size of the operation in which you have worked, and the dollar amounts with which you dealt. **(2)** Lead/Supervisory experience. Describe your experience leading or supervising professional accounting or auditing staff. Indicate the numbers of staff and the titles of those you led/supervised. Also include the dollar amounts of the budgets that you have been responsible for overseeing or preparing. Describe your experiences developing, planning or implementing policies and procedures, the nature of these policies and procedures and on whom they impact. Explain how you monitor unit activities and/or evaluate staff performance. **(3)** Consultative experience. Describe your experience providing consultative services or technical assistance to individuals within and outside the organization, the nature and purpose of these contacts and with whom they were with. Describe the extent to which you are responsible for advising others as to the proper fiscal direction to take within your operation. **(4)** Written/oral communication skills. Describe the nature and purpose of any correspondence, reports, narratives or publications that you have had responsibility for preparing and for whom they were prepared. Also, describe any public speaking experience you have had (i.e., giving talks or lectures to groups, and/or professional presentations at work), the purpose of your contact and the audience(s) addressed. **Section 2**. On a separate page, include a list of degrees, certifications, licenses and courses that you have completed which have prepared you for the job. **Important Notes: (1) Make certain both your application form and your examination materials are complete and separate documents not referencing the other, as your application form and supplemental examination materials may be separated during the scoring process. (2)** Examination materials should be clearly marked as such and each page should contain the examination title, exam number and your social security number (do not include your name). **(3)** Do not include materials other than those requested above. **(4)** Your examination will only be scored if you meet the minimum experience and training requirements outlined above and your CT-HR-12 and supplemental examination materials are date stamped by DAS/Human Resources or postmarked by **SEPTEMBER 8, 2016. (5)** Mail applications/examination materials to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, CT 06106-1658 **(Secure Fax #860-622-2910) If faxing materials, keep a copy of your completed application form, exam materials and the fax transmittal receipt for your records. Make certain that your application form and exam materials are complete and transmitted correctly and without error. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted. (6)** Due to the large number of applications received, we cannot confirm receipt of applications. **(7) Examination scores will be mailed by OCTOBER 20, 2016.** (8) **A separate application/examination package must be submitted for each exam you are applying for.**

FORMS: Application forms (CT-HR-12) and exam announcements are available from the Department of Administrative Services (http://das.ct.gov/employment) and at State agencies.

**For employees in the classified service, permanent status is obtained after successful completion of a working test period. For employees in the unclassified service, permanent status is obtained after serving in a position for at least six months (full time or full time equivalent).*

7378 August 24, 2016

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.