



STATEWIDE PROMOTIONAL EXAMINATION
ACCOUNTING SPECIALIST

ANNUAL \$77,796 SALARY **SALARY** **APPLICATION CLOSING** **EXAM**
SALARY: \$101,121 **GROUP: AR 29** **DATE: APRIL 8, 2013** **NO: 130330SPDM**

PURPOSE OF CLASS: In the Offices of State Comptroller, State Treasurer and Policy and Management this class is accountable for highly complex accounting functions impacting a variety of state agencies.

MINIMUM QUALIFICATIONS REQUIRED

THIS PROMOTIONAL EXAMINATION IS OPEN TO ANY CURRENT STATE EMPLOYEE WHO BY APRIL 8, 2013 HAS PERMANENT STATUS IN THE CLASSIFIED SERVICE*, SIX MONTHS STATE SERVICE, AND THE FOLLOWING EXPERIENCE AND TRAINING:

GENERAL EXPERIENCE: Eight years of experience in accounting or auditing.

SPECIAL EXPERIENCE: One year of the General Experience must have been performing the most complex accounting functions or acting in a consultative capacity at the level of Associate Accountant.

SUBSTITUTIONS ALLOWED: (1) College training in accounting 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 year of the General and Special Experience: Certified Public Accountant, Certified Internal Auditor.

KNOWLEDGE, SKILLS AND ABILITIES (KSA's): Considerable knowledge of professional accounting and auditing principles and practices; considerable knowledge of governmental accounting and budgeting; considerable interpersonal skills; considerable oral and written communication skills; considerable ability to evaluate and analyze accounting forms, methods and procedures and cost data; considerable ability to devise and install accounting procedures and systems including cost systems; supervisory ability.

THE EXAMINATION WILL BE COMPOSED OF: PART WEIGHT
(Exam questions will cover KSA's listed above.) **WRITTEN** **100%**

THE EXAMINATION WILL BE HELD ON: TUESDAY, MAY 21, 2013.

(Reserve the day as the exam may be scheduled in the morning or afternoon.)

APPLICATION PROCEDURE: 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. Make certain your application form clearly details your employment history, including job titles, dates of employment and actual job duties as well as college degrees earned and current licenses and certifications. Mail applications to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, Connecticut 06106-1658 (**Secure Fax #860-622-2910**). If faxing materials, keep a copy of your completed application form and the fax transmittal receipt for your records. Make certain that your application form is complete and transmitted correctly and without error. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted. Due to the large number of applications received, we cannot confirm receipt of applications. Applications must be date stamped by DAS/Human Resources or postmarked by April 8, 2013. **A separate application form 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>) or at state agencies.

**Employees in the unclassified service may be eligible to participate in promotional exams if they have previous continuous permanent status in the classified service and have current status as a state employee.*

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.