



# Department of ADMINISTRATIVE SERVICES Job Postings



## DEPARTMENT OF ADMINISTRATIVE SERVICES JOB OPPORTUNITY ACCOUNTS EXAMINER

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

**Open To:** State Employees on a current examination list or lateral transfer.

**Location:** 450 Columbus Blvd., Hartford

**Job Posting No:** 00115932

**Hours:** 40 Hours per week

**Salary:** AR23/\$66,213.00 - \$85,597.00

**Closing Date:** April 28, 2017

**Eligibility Requirement:** Candidates must have applied for and passed the **Accounts Examiner** exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

**Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

### **Knowledge, Skills and Abilities:**

Knowledge of and ability to apply professional accounting and auditing principles and practices; knowledge of and ability to apply relevant statutes and regulations; interpersonal skills; oral and written communication skills; ability to analyze financial records, documents and reports; ability to prepare comprehensive reports including narrative and statistical sections; ability to utilize EDP systems for financial management.

### **Preferred Experience, Knowledge, Skills and Abilities:**

The successful candidate will have:

- Experience in the preparation of audit work documents, drafting of audit reports and final audit reports;
- Knowledge of the school construction process, bond funds, grant calculations and reimbursement;
- Experience in querying, analyzing and confirming financial documents and information.

### **General Experience:**

Six (6) years of experience in accounting or auditing.

### **Special Experience:**

Two (2) years of the General Experience must have been at the paraprofessional level. Work at the paraprofessional level requires the exercise of some independent judgment in applying basic accounting principles and may be compared to the level of a full charge bookkeeper. For state employees this is the level of Assistant Accountant.

### **Substitution Allowed:**

1. College training in Accounting or a closely related field may be substituted for the General Experience on the basis of fifteen (15) semester hours equalling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.
2. A Master's degree in Accounting may be substituted for one (1) additional year of the General Experience.

3. Certification in any of the following may be substituted for one (1) year of the General and Special Experience: Certified Public Accountant, Certified Internal Auditor.

4. Two (2) years of experience as an Assistant Accountant may be substituted for the General and Special Experience.

**Special Requirement:**

Incumbents in this class may be required to travel.

**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 must submit a cover letter, a completed Application for Employment [CT-HR-12](#) and a resume (current State Employees must also submit the last year of attendance records and last two service ratings) to:

**Department of Administrative Services**  
**450 Columbus Blvd, Suite 1404**  
**Hartford, CT 06103**  
**ATTN: Theresa Judge**  
**Email: [theresa.judge@ct.gov](mailto:theresa.judge@ct.gov) or Fax: (860) 622-2964**

**APPLICANTS MUST NOTE THE JOB POSTING NO. 00115932 ON THE APPLICATION. INCOMPLETE APPLICATION PACKAGES OR THOSE RECEIVED AFTER APRIL 28, 2017 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.