

State of Connecticut  
**JOB POSTING**

DEPARTMENT OF ADMINISTRATIVE SERVICES  
JOB OPPORTUNITY  
ACCOUNTANT  
Fiscal Division/Project Accounting

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

**Open To:** Candidates on a current examination list  
**Location:** Hartford  
**Job Posting No:** 00004292  
**Hours:** 40 Hours per Week  
**Salary:** AR 23 (\$60,593 or \$2,321.58 Biweekly to \$78,332 or \$3,001.23 Biweekly)  
**Closing Date:** November 30, 2012

**Eligibility Requirement:** Candidates must have *applied for and passed the Accountant 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.*

---

DAS Fiscal Division is looking to refill an Accountant's position within our Project Accounting Unit. The incumbent will process bond related transactions. This position is responsible for off-setting charges from the revolving fund by billing agencies for Construction Services fees. The incumbent will work with the project managers to operate within the project's budget, and reconcile the projects on a monthly basis. He/she will also process purchase orders for contracts for the State University system, pay all bills, including expenditures transfers, service transfers, and grant transfers for the asbestos projects. The selected candidate will report to the manager on the constructions in progress, complete the SWCAP and GAAP reports and close out the financials for completed construction projects and return unused monies back to the original source of funds. This person will analyze and interpret accounting records and reports, assists higher level staff in planning, design and implementation, review agency manager program budget proposals, recommend accounting related improvements to business practices such as accounting controls and financial reviews.

**Preferred Knowledge and Experience**

- CORE-CT Reporting Experience
- Governmental Accounting Experience
- Experience with Accounts payable and receivable
- Experience with budget preparation
- Communication skills
- Detail Oriented

**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 should submit a cover letter, a resume, the last 2 performance evaluations, and a State Application for Employment (CT-HR-12) by **November 30, 2012** to:

**Eileen Morin**  
Department of Administrative Services  
165 Capitol Avenue, 5-E  
Hartford, CT 06106

**Or**

**Fax: (860) 713-7334**

**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.