



Department of  
**ADMINISTRATIVE SERVICES**  
*Job Postings*



**OFFICE of the TREASURER  
JOB OPPORTUNITY  
ASSISTANT ACCOUNTANT  
UNCLAIMED PROPERTY DIVISION**

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

**Open To:** Candidates on a current examination list or who currently have permanent status as an Assistant Accountant.

**Location:** 55 Elm Street, Hartford CT 06106

**Job Posting No:** 00424

**Hours:** 8 am – 5 pm

**Salary:** \$55,797 - \$70,999 annually, (New hires to state employment start at the minimum of the salary range)

**Closing Date:** July 21, 2017

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

**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 bookkeeping and financial record keeping principles and practices; knowledge of basic governmental accounting principles and practices including general accounting, accounts payable, accounts receivable and budget control; oral communication skills; basic interpersonal skills; considerable arithmetical ability; auditing ability; ability to understand and apply statutes and regulations; ability to utilize EDP systems for financial information.

**General Experience:**

Four (4) years of experience in complex clerical accounting or financial examining work. Complex clerical accounting or examining work is interpreted as independent responsibility for generally routine bookkeeping, financial record keeping or financial record examining at the level of Financial Clerk.

**Substitution Allowed:**

1. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of two (2) years.
2. One (1) year as a Pre-Professional Trainee in an accounting class may be substituted for the General Experience.

**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, and an Application for Employment [CT-HR-12](#) to:

**Office of the Treasurer  
55 Elm Street  
Hartford CT 06106  
Attn: Ted Janiszewski, Principal Human Resources Specialist  
Confidential Fax: (860) 706-1387 or  
Email to [OTT.Recruiting@ct.gov](mailto:OTT.Recruiting@ct.gov)**

**Subject line MUST include: Assistant Accountant #00424 and your last name.**

**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.

If you are requesting special accommodations under the provisions of the Americans with Disabilities Act (ADA) please contact Ted Janiszewski at 860 702 - 3144 or [Theodore.janiszewski@ct.gov](mailto:Theodore.janiszewski@ct.gov)