

DEPARTMENT OF CHILDREN AND FAMILIES
JOB OPPORTUNITY
ASSOCIATE ACCOUNTS EXAMINER
FISCAL DIVISION

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

Open To: **Candidates on a current examination list**

Location: Hartford, CT

Job Posting No: MB0946CO

Hours: 40

Salary: \$69,891.00-\$89, 888.00 (Annually)

Closing Date: March 12, 2012

Eligibility Requirement: Candidates must have passed the Associate Accounts Examiner examination list promulgated by the CT Department of Administrative Services (DAS). State employees may apply for lateral transfer if they currently hold the title of **Associate Accounts Examiner**, or have attained permanent status in the class since their most recent hire date. 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: Considerable knowledge of professional accounting and auditing principles and practices; considerable knowledge of governmental and commercial accounting; interpersonal skills; oral and written communication skills; considerable ability to analyze financial records, documents, and reports; ability to prepare reports including narrative and statistical sections; some supervisory ability.

General Experience: Seven (7) years of experience in accounting or auditing.

Special Experience: One (1) year of the General Experience must have been at the professional level. **Note:** Professional level accounting or auditing is interpreted as work performed as a professional Accountant, Auditor, or Accounts Examiner with responsibility for the exercise of independent analysis and judgment in the application of professional accounting principles and practices)

Preference: Preference will be given to candidates who possess a Certified Public Accountant license and extensive independent auditing experience.

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

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 should submit a CT-HR-12 (State Application), resume, letter of intent and three (3) letters of professional references from current and/or previous supervisors. State employees must submit two most recent performance appraisals in lieu of references to:

DEPARTMENT OF CHILDREN AND FAMILIES
505 HUDSON STREET
HUMAN RESOURCES, 8TH FLOOR
HARTFORD, CT 06106
Attention: Morgan Bonilla
FAX: (860) 707-1954

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.