



EXAMINATION OPEN TO THE PUBLIC
ASSOCIATE ACCOUNTANT

ANNUAL \$69,891
SALARY: \$89,888

SALARY
GROUP: AR 26

APPLICATION CLOSING
DATE: MARCH 27, 2013

EXAM
NO: 130251OCJR

PURPOSE OF CLASS: In a state agency this class is accountable for performing the most complex accounting tasks within a variety of accounting programs and systems. This class may also be accountable for lead or consultative responsibility.

MINIMUM QUALIFICATIONS REQUIRED

IN ORDER TO BE CONSIDERED FOR ADMITTANCE INTO THIS EXAMINATION, YOU MUST INDICATE ON YOUR APPLICATION THAT YOU HAVE THE FOLLOWING EXPERIENCE AND TRAINING BY **MARCH 27, 2013:**

GENERAL EXPERIENCE: Seven years' experience in accounting or auditing.

SPECIAL EXPERIENCE: One year of the General Experience must have been at the level of Accountant, Auditor or Accounts Examiner with responsibility for the exercise of independent analysis and judgment in the application of professional accounting principles and practices.

SUBSTITUTIONS ALLOWED: (1) College training in accounting or a closely related field 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 additional year of the General Experience: Certified Public Accountant, Certified Internal Auditor.

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

THE EXAMINATION WILL BE COMPOSED OF:
(Exam questions will cover KSA's listed above.)

PART
WRITTEN

WEIGHT
100%

THE EXAMINATION WILL BE HELD ON: TUESDAY, MAY 14, 2013.

(Applicants admitted to take both the Associate Accountant and Associate Accounts Examiner examinations will only need to attend one examination session. **You must apply for both examinations separately if you wish to be considered for jobs at both levels. 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 #860-622-2875).** If faxing materials 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 March 27, 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 the Offices of the Connecticut State Job Centers.

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.