



Department of
ADMINISTRATIVE SERVICES
Job Postings



**THE DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION
JOB OPPORTUNITY
ASSOCIATE ACCOUNTANT**

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

Open To: Candidates on a current examination list or lateral transfer.

Location: Middletown

Job Posting No: 88847

Hours: 40 hours

Salary: \$76,373 - \$98,224 (New hires to state employment start at the minimum salary range)

Closing Date: **Tuesday, February 21, 2017** (Incomplete or late application packages will not be considered)

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.

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

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 level of Accountant, Auditor or Accounts Examiner with responsibility for the exercise of independent analysis and judgement in the application of professional accounting principles and practices.

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.

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, resume, [CT HR 12](#) (State Application) & [CT HR 13](#) (Addendum), and two (2) letters of professional references from current and/or previous supervisors. State employees must submit two most recent performance appraisals in lieu of references by **Tuesday, February 21, 2017, close of business** to:

**The Department of Emergency Services and Public Protection
1111 Country Club Road, Middletown, CT 06457
Attn: Denise Shelton, Human Resources Associate
or
Fax: (860) 685 – 8356**

Due to the large volume of applications received, we are unable confirm receipt of applications.

Candidates who have been selected for employment with the Department of Emergency Services & Public Protection are subject to a detailed background investigation, including a fingerprint supported state and federal criminal history records check along with reference checks. Selection for employment is contingent upon satisfactory completion of the background investigation.

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 Daphne Lewis, Equal Employment Opportunity Specialist 1 at (860) 685 - 8010 or Daphne.Lewis@ct.gov.