



**Auditors of Public Accounts  
JOB OPPORTUNITY  
Auditor I**

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

**Open To:** The Public  
**Location:** 20 Trinity Street, Hartford, CT 06106  
**Job Posting No:**  
**Hours:** Full Time  
**Salary:** \$58,868 – \$85,593  
**Closing Date:** May 19, 2017

The Auditors of Public Accounts is seeking to fill an Auditor I position on its auditing staff. Starting salary is dependent on experience and qualifications, and includes a standard state benefits package.

**Summary of Position:**

This class is responsible for assisting in auditing the records and accounts of state agencies, quasi-public agencies, or state-supported institutions. An Auditor I works under the immediate supervision of an auditor of higher grade who reviews work for effectiveness and conformance with policy.

**Examples of Duties:**

An Auditor I assists in the execution of an audit plan for conducting a financial, compliance or performance audit of state agencies or programs, quasi-public agencies, or state-supported institutions in accordance with generally accepted auditing standards; assists in the documenting and testing of the audited agency's internal control system and reviewing compliance with state or federal laws and regulations; assists in the review of financial statements for conformance with generally accepted accounting principles; does related work as required.

**Preferred Skills and Abilities:**

Knowledge of auditing principles and practices; some knowledge of commercial accounting practices and procedures; some knowledge of governmental accounting, budgeting, and financial reporting; considerable skill in performing mathematical computations; considerable skill in the operation of personal computers and Microsoft Office related software; some ability to prepare written reports; ability to read and understand laws, regulations and contracts; ability to establish and maintain effective working relationships with supervisors, associates, and the public.

**Training and Experience:**

Possession of a Bachelor's degree with a major in accounting or related business field with at least 18 semester hours credit in accounting and auditing courses and at least one (1) year of employment in technical accounting or auditing work is required. Candidates who have also completed a Master's Degree in accounting or a Master's Degree in Public Administration or who are Certified Public Accountants (CPA) will be given strong preference. Advanced skill in Excel is preferred.

**Substitutions Allowed:**

One (1) year of experience as a Legislative Audit Trainee or Connecticut Careers Trainee in accounting or auditing may be substituted for the technical experience.

**Application Instructions:**

Interested and qualified candidates who meet the above requirements should submit resume, cover letter detailing how you meet the minimum requirements, undergraduate and graduate degree transcripts (unofficial are acceptable), and three references by e-mail to [apaposition@cga.ct.gov](mailto:apaposition@cga.ct.gov). If mail is necessary, please send to:

**Auditors of Public Accounts  
State Capitol  
210 Capitol Avenue  
Hartford, CT 06106  
Attn: APA Position**

**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.