

**CONNECTICUT GENERAL ASSEMBLY
JOB OPPORTUNITY**

**BUSINESS OFFICER
Office of Legislative Management**

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

Open To: The Public
Location: Hartford, Legislative Office Building
Hours: 40 hours per week
Salary: \$57,180 (starting salary)
Closing Date: **October 19, 2011**

The State Legislature is seeking to fill a nonpartisan Business Officer position in the Office of Legislative Management. Starting salary \$57,180 depending on experience and qualifications, plus a normal state benefits package.

Minimum requirements:

Bachelor's degree in a relevant field with 2 years' experience or an equivalent combination of education and experience in accounting, finance, or public administration.

Preferred Skills and Ability:

The selected individual will perform a wide range of accounting requirements: record complex journal entries, analyze and interpret accounting records, review and prepare financial records, prepare monthly reports, grant administration, and assist higher level staff in planning, designing and implementing accounting procedures. Supervisory responsibilities included.

Application Instructions:

Please send resume and cover letter to: Kyle Rhude, Joint Committee on Legislative Management, Room 5100, Legislative Office Building, Hartford, CT 06106 to be received **no later than October 19, 2011**.

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.