

OFFICE OF THE STATE COMPTROLLER  
JOB OPPORTUNITY  
ASSISTANT ACCOUNTANT

**[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)**

**Open To:** Candidates on the Current Examination List  
**Location:** 55 Elm Street, Hartford, CT  
**Job Posting No:** #35670  
**Hours:** Full-Time (40 hours per week)  
**Salary:** \$54,171 (AR19) Starting Annual Salary  
**Closing Date:** **Monday, September 22, 2014 - Application materials must be received by 5:00 p.m. by this date.**

The Office of the State Comptroller (OSC) is currently seeking qualified candidates to fill an **Assistant Accountant** position within the Payroll Services Division (PSD). The selected candidate will be accountable for performing a combination of a full range of basic professional and highly complex clerical work in accounting or financial examination work.

**Eligibility Requirement:** Candidates must have applied for and passed the **Assistant 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 in the class may apply for a lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

**Examples of Duties:** Responsible for administering statewide direct deposit transactions (approximately 55,000 active state employees); coordinating new direct deposit enrollments/changes to existing enrollments/inactivating enrollments in conjunction with the corresponding agencies; rectifying invalid direct deposit transactions entered by agency payroll departments; communicating with statewide agencies, banks, credit unions, and other financial institutions to resolve complex employee and statewide level errors; resolving erroneous direct deposit transactions that are a result of limited scope agencies (via the custom Core-CT interface staging table application); administering statewide check/direct deposit reversals and/or necessary salary, fringe, deduction, tax, health insurance, supplemental deductions; performing complex calculations to ensure agencies/retirement benefits are correctly capturing the required reversal/adjustment transactions. Recalculating erroneous employee reversal/adjustment and retirement benefits transactions as a result of invalid/incomplete information provided by statewide agencies; entering complex employee/employer transactions into the Core-CT HRMS system to comply with various Federal and State tax regulations, adhere to legal requirements for certain deduction vendors; executing the delivered Core-CT HRMS Reversal and Manual Check processes to calculate/confirm the employee/employer transactions; communicating with statewide agency personnel and payroll officers to resolve employee/employer underpayment and overpayment issues; and performs related duties as required.

**IDEAL CANDIDATE SHOULD HAVE THE FOLLOWING QUALIFICATIONS AND SKILLS:**

- **Knowledge of Core-CT HRMS/FINANCIAL Modules;**
- **Experience in Accounting/Bookkeeping Principles & Procedures;**
- **Knowledge of Auditing Skills;**
- **Excellent Interpersonal, Oral & Written Communication Skills;**
- **Proficient with Excel & Access.**

**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, three (3) letters of professional references from current and/or previous supervisors and an Application for Examination or Employment (CT-HR-12 – available at: [http://das.ct.gov/HR/Forms/CT-HR-12\\_Application.pdf](http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf)) (**Please indicate the job posting number on the application form**). State employees must include copies of their last three (3) Service Ratings in lieu of references no later than the closing date at the top of this announcement to:

Elena Vazquez, Human Resources Associate  
Office of the State Comptroller  
Administrative Services Division - Human Resources Office  
55 Elm Street, 2<sup>nd</sup> Floor, Room 208  
Hartford, CT 06106  
Fax to: 860-702-3324  
Email to: [OSC.HR@ct.gov](mailto:OSC.HR@ct.gov)

**INCOMPLETE APPLICATION PACKAGES AND THOSE RECEIVED AFTER THE CLOSING DATE INDICATED ABOVE WILL NOT BE CONSIDERED.**

**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.