

DIVISION OF CRIMINAL JUSTICE
JOB OPPORTUNITY
DCJ ACCOUNTANT

ASSET MANAGEMENT
FINANCIALS

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

Open To: The Public

Location: OFFICE OF THE CHIEF STATE'S ATTORNEY, 300 CORPORATE PLACE, ROCKY HILL, CT

Hours: Monday – Friday, 8:00 a.m. to 5:00 p.m. with one hour for lunch

Salary: CJ-23: \$64,284.00 - \$84,765.00 Annually

Closing Date: January 8, 2015

The Division of Criminal Justice is currently recruiting for an Accountant within the Financial Services Unit.

Examples of Duties: Utilize EDP systems for financial management including CORE-CT Asset Management, Financial and EPM modules. Maintain the Division's Asset Management System on CORE-CT in accordance with State Statutes. Manage the disposal of State property, complete inventory and financial reports. Oversee physical inventory process for real and personal property and stockroom commodities for the Division and its field office locations. Record complex and compound journal entries; prepare balance sheets and financial statements involving multiple accounts; analyze and interpret accounting records and reports; review expenditures and prepare or review financial statements; recommend accounting related improvements to business practices such as accounting controls and financial reviews; maintain, balance and reconcile accounts; perform accounts payable and/or receivable functions or other accounting related paraprofessional or clerical functions, as required.

Knowledge, Skill and Ability: Considerable knowledge of accounting principles and practices including governmental accounting and budgeting; knowledge of asset management and inventory control; knowledge of purchasing principles and procedures; considerable interpersonal, oral and written communication skills; ability to prepare and analyze financial statements and other statistical reports; ability to understand and apply relevant state and federal laws, statutes and regulations; knowledge of and ability to use CORE-CT, Excel and related financial programs.

General Experience: Six (6) years of experience in accounting or auditing.

Special Experience: Two (2) years of the General Experience must have been at the paraprofessional level. Work at the paraprofessional level requires exercise of some independent judgment in applying basic accounting principles and may be compared to the level of a full charge bookkeeper. For state employees this is the level of Assistant Accountant. Considerable knowledge and experience in all phases of CORE-CT Asset Management, Financials and EPM reporting.

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 equaling 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 as a Public Accountant or Internal Auditor may be substituted for one (1) year of the General and Special Experience. (4) Two (2) years of experience as an Assistant Accountant may be substituted for the General and Special Experience.

Character Requirement: The successful candidate will be required to undergo an extensive background investigation prior to employment.

Application Instructions: Division of Criminal Justice application forms must be completed by all applicants. These forms may be downloaded from the Division web site at www.ct.gov/csao. Please send two copies of the application form, resume and cover letter outlining your qualifications to: **Peter W. Zelez**, Director of Financial Services, Office of the Chief State's Attorney, 300 Corporate Place, Rocky Hill, CT 06067, Attn: Accountant Position. In addition, candidates should submit three (3) letters from current professional references. Candidates with current state service are required to submit their last two (2) service ratings and copies of their attendance records for 2013 and 2014. Application packages must be postmarked by **January 8, 2015**. Applications received by e-mail or facsimile will not be accepted.

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.