State of Connecticut
EXAM ANNOUNCEMENT

CONTINUOUS RECRUITMENT EXAMINATION OPEN TO THE PUBLIC

ACCOUNTANT

ANNUAL SALARY: $60,593 – $78,330	SALARY GROUP: AR 23	APPLICATION CLOSING DATE: SEE BELOW	EXAM NO: 062691CRMB

REANNOUNCED WITH TEST DATE FOR 2012

PURPOSE OF CLASS: In a state agency this class is accountable for independently performing a full range of tasks in professional accounting.

MINIMUM QUALIFICATIONS REQUIRED

IN ORDER TO BE CONSIDERED FOR THIS EXAMINATION, YOU MUST INDICATE ON YOUR APPLICATION THAT YOU HAVE THE FOLLOWING EXPERIENCE AND TRAINING BY THE CLOSING DATE.

GENERAL EXPERIENCE: Six years of experience in accounting or auditing.

SPECIAL EXPERIENCE: Two 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.

SUBSTITUTIONS ALLOWED: (1) College training in accounting or a closely related field may be substituted for the General Experience on the basis of fifteen semester hours equaling one-half year of experience to a maximum of four years for a Bachelor's degree. (2) A Master's degree in accounting may be substituted for one additional year of the General Experience. (3) Certification in any of the following may be substituted for one year of the General and Special Experience: Certified Public Accountant, Certified Internal Auditor. (4) For State employees, two years of experience as an Assistant Accountant may be substituted for the General and Special Experience.

KNOWLEDGE, SKILLS AND ABILITIES (KAS's): Knowledge of professional accounting principles and practices including knowledge of governmental accounting and budgeting; knowledge of basic auditing principles and practices; interpersonal skills; oral communication skills; ability to prepare, analyze and evaluate financial statements and other accounting records and reports; ability to analyze and evaluate accounting methods and procedures; ability to utilize EDP systems for financial management; ability to read and interpret written materials.

THE EXAMINATION WILL BE COMPOSED OF: (Exam questions will cover KSA's listed above.)	PART	WEIGHT
	WRITTEN	100%

(Applicants admitted to take the Accountant and/or Accounts Examiner examinations will only need to attend one examination session. You must apply for each examination separately if you wish to be considered for jobs in both titles. Reserve the day as the exam may be scheduled in the morning or afternoon.)

APPLICATION PROCEDURE: In order to be considered for admittance into this examination, you must complete all parts of the examination application (CT-HR-12) detailing how you meet the minimum experience and training requirements stated above. Make certain your application form clearly details your employment history, including job titles, dates of employment and actual job duties as well as college degrees earned and current licenses and certifications. **Applications must be date stamped by DAS/Human Resources or postmarked by SEPTEMBER 24, 2012 for the NOVEMBER 13, 2012 test date. Mail applications to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, Connecticut 06106-1658 (Secure Fax #860-622-2840).** If faxing materials, keep a copy of your completed application form and the fax transmittal receipt for your records. Make certain that your application form is complete and transmitted correctly and without error. Due to the large number of applications received, we cannot confirm receipt of applications. Applicants must meet the experience and training requirements by the closing date for the exam administration they are applying for. **A separate application form must be submitted for each exam you are applying for.**

FORMS: Application forms (CT-HR-12) and exam announcements are available from the Department of Administrative Services (http://das.ct.gov/employment) and at the Offices of the Connecticut State Job Centers.

(revised September 10, 2012)

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, persons with disabilities and military veterans.