



State of Connecticut  
**EXAM ANNOUNCEMENT**

**CONTINUOUS RECRUITMENT EXAMINATION OPEN TO THE PUBLIC**  
**ASSOCIATE ACCOUNTANT**

**ANNUAL \$76,373 SALARY**      **SALARY**      **APPLICATION CLOSING**      **EXAM**  
**SALARY: \$98,224**      **GROUP: AR 26**      **DATE: MARCH 2, 2016**      **NO: 130251CRMAT**

**(REANNOUNCED WITH DATE FOR 2016)**

**PURPOSE OF CLASS.** In a state agency this class is accountable for performing the most complex accounting tasks within a variety of accounting programs and systems. This class may also be accountable for lead or consultative responsibility.

**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:** Seven years' experience in accounting or auditing.

**SPECIAL EXPERIENCE:** One year of the General Experience must have been at the level of Accountant, Auditor or Accounts Examiner with responsibility for the exercise of independent analysis and judgment in the application of professional accounting principles and practices.

**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 additional year of the General and Special Experience: Certified Public Accountant, Certified Internal Auditor.

**KNOWLEDGE, SKILLS AND ABILITIES (KSA's):** Considerable knowledge of professional accounting principles and practices including governmental accounting and budgeting; interpersonal skills; oral and written communication skills; considerable ability to analyze and evaluate financial records, methods and procedures; ability to devise and install accounting procedures and systems; some supervisory ability.

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

(Applicants admitted to take the Associate Accountant and Associate 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.)

**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 MARCH 2, 2016 for the April 13, 2016 test date.** Reserve the entire day as the exam may be scheduled in the morning or afternoon. Mail applications to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, CT 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 December 22, 2015)

**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.