

**DEPARTMENT OF ADMINISTRATIVE SERVICES  
DIVISION OF CONSTRUCTION SERVICES – OFFICE OF SCHOOL FACILITIES – GRANT UNIT  
JOB TITLE: Accounting Careers Trainee (Target Class: Accounts Examiner)**

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

**Open To:** The Public  
**Location:** State Office Building, 165 Capitol Avenue, Hartford, CT  
**Job Posting No:** 109529  
**Hours:** 40 hours per week – 1<sup>st</sup> shift Monday through Friday  
**Salary Range:** \$44,654 - \$57,637 (AR 15)  
**Closing Date:** May 13, 2015

**EXAMPLE OF DUTIES:**

Receives training in introductory accounting or auditing work for development of skills and knowledge in order to qualify for advancement into a professional agency accounting or auditing position; performs a variety of increasingly difficult duties as skills are acquired during course of training period; examines financial records of governmental or private businesses and accounting methods and procedures to assure compliance with statutes, regulations, guidelines or accepted accounting principles; may receive training in such areas as maintaining financial records and accounts, establishing financial statements and schedules and preparing budget estimates; performs related duties as required.

**MINIMUM QUALIFICATIONS REQUIRED**

**KNOWLEDGE, SKILL AND ABILITY:** Knowledge of accounting and auditing principles and practices; knowledge of business mathematics and statistics; some knowledge of business uses of data processing; some knowledge of effective report writing; ability to read and understand written materials.

**EXPERIENCE AND TRAINING:** Possession of a Bachelor's Degree in accounting or in a closely related business field with at least fifteen (15) semester hours in accounting.

**PREFERRED EXPERIENCE:** In addition to the above requirements, the preferred candidate will have:

1. The ability to interpret and apply governing laws and regulations, as well as the ability to explain those laws to legislative officials and community stakeholders.
2. Experience managing multiple projects and meeting deadlines.
3. Experience creating formulas and tables in Microsoft Excel.
4. Experience managing data systems utilizing Microsoft Office Systems programs to analyze data.
5. Demonstrated interpersonal, oral and written communication skills.

**PROMOTION:** Incumbents in this class are eligible for promotion without further competitive examination after the completion of a prescribed period of satisfactory service in their designated occupational specialty if they have permanent status and at least six (6) months of service in the promoting agency. Incumbents in this class who meet the minimum qualifications of the target class before the end of the training program must take and pass a competitive examination for the target class in order to be considered for promotion.

**TERM OF APPOINTMENT:** Appointment to positions in this class shall be for a period not to exceed twenty-four (24) months unless there is a change in the employing agency or designated target class. If a candidate has a Master's Degree which is an allowed substitution for the target classification, the training program may be reduced by one (1) year.

**SCHEDULE OF STARTING SALARIES FOR ACCOUNTING CAREERS TRAINEE**

Minimum Requirements	Hiring Rate	Completion of One (1) Year of Training
Bachelor's degree with 15 semester hours in Accounting	Step 3	Step 5
Bachelor's degree with 30 semester hours in Accounting	Step 5	Step 7
Master's Degree in a related field and 15 credits in Accounting	Step 5	Step 7
Master's Degree in a related field and 30 semester hours in Accounting	Step 6	Step 7

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

**Application Instructions:** Candidates who meet the above requirements should submit a cover letter, resume, Application for Employment ([http://das.ct.gov/HR/Forms/CT-HR-12\\_Application.pdf](http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf)), college transcript(s), and two professional letters of reference (State Employees: Last two service ratings in lieu of reference letters and last two calendar years of attendance) to:

**Attn: Ms. Morgan Roane  
Department of Administrative Services  
165 Capitol Avenue  
Hartford, CT 06106**

**FAX: (860) 730-8278 or EMAIL: [morgan.roane@ct.gov](mailto:morgan.roane@ct.gov)  
Subject line MUST include: Job Posting No. and Your Last Name**

Due to a large expected response we are unable to confirm receipt of applications.  
Late or incomplete applications 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.