

DEPARTMENT OF CONSUMER PROTECTION  
JOB OPPORTUNITY  
ACCOUNTS EXAMINER  
AUDITING SECTION

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

**Open To:** Candidates on a current examination list and Lateral Transfers (see eligibility requirement below).  
**Location:** 165 Capitol Avenue, Hartford, CT  
**Job Posting No:** 2149  
**Hours:** 40 Hours / Week  
**Salary:** AR 23 / \$60,593 - \$78,332 annual  
**NEW HIRES TO STATE EMPLOYMENT START AT MINIMUM**  
**Closing Date:** August 16, 2013

**Position Description:** Anticipated duties of this Accounts Examiner position within the Gaming Audit Division of the Department of Consumer protection include, but are not limited to: Perform audit of Connecticut Off-Track Betting Association licensee in accordance with generally accepted auditing standards; perform tests of licensee's compliance with certain provisions of laws and regulations; research and interpret applicable federal, state and municipal laws, statutes and regulations regarding financial reporting and compliance with internal control policies and procedures; obtain an understanding of the licensee's significant internal control policies and procedures and determine whether they have been placed in operation, assess control risk to determine our auditing procedures for the purpose of performing tests of compliance with provisions of laws and regulations; prepare report and schedules for presentation. Review and conduct tests for all hardware and software changes made to the Connecticut Lottery Corporation's on-line wagering system; determine if changes comply with applicable policies and regulations; make recommendations on proposed software and hardware modifications to complex computerized wagering systems. Design and implement tests to insure the Connecticut Off-track Betting on-line wagering system calculated results are correct and in compliance with state regulations and rules; make recommendations on proposed software and hardware modifications to complex computerized wagering systems. Review financial information, including federal and state tax returns, submitted as a part of the license applications for association, concessionaire, and occupational licenses; apply federal and state income tax law for individuals, partnerships and corporations; determine the financial suitability of individuals, partnerships and corporations. The position may also be required to assist in auditing the casinos located in the state.

**Preferred Knowledge, Skills and Abilities:**

The preferred candidate will have gaming auditing experience and a knowledge of and ability to apply relevant State and Federal tax laws, statutes and regulations; Proficiency in the use computer software, specifically the Microsoft Office suite (Excel and Word); interpersonal skills; oral and written communication skills, a certification in public accounting, and a Bachelor's and/ or Masters' degree in Accounting.

**MINIMUM QUALIFICATIONS REQUIRED:** Knowledge of and ability to apply professional accounting and auditing principles and practices; knowledge of and ability to apply relevant statutes and regulations; interpersonal skills; oral and written communication skills; ability to analyze financial records, documents and reports; ability to prepare comprehensive reports including narrative and statistical sections; ability to utilize EDP systems for financial management.

**Eligibility Requirement:** Candidates must have applied for and passed the Accounts Examiner 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 may apply for lateral transfer.

**Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

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

**Special Requirement:** In-state travel may occasionally be required.

**Application Instructions:** Interested and qualified candidates who meet the above requirements must submit a cover letter which states their interest and suitability for the position and whether they are on a current Accounts Examiner exam list or hold the title; a resume; three letters of professional reference from current and / or former supervisors and an Application for Examination or Employment (Form CT-HR-12- available at: [http://das.ct.gov/HR/Forms/CT-HR12\\_Application.pdf](http://das.ct.gov/HR/Forms/CT-HR12_Application.pdf)). State employees must include copies of their last three (3) annual performance evaluations (must be current and consecutive) in lieu of references no later than the closing date to:

Linda Shackett-Blue  
DAS / SmART-HR  
165 Capitol Avenue, 5<sup>TH</sup> Floor-East  
Hartford, CT 06106  
Confidential Fax: (860) 622-2968 (preferred method)  
Email: linda.shackett-blue@ct.gov

**Applications must be received by the closing date above. Incomplete application packages will not be considered.** Interviews will be limited to those whose experience and training most closely meet the requirement of this position. **Due to the large volume of applications received, we are unable to provide confirmation of receipt or status updates during the recruitment process.**

**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.