

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:** 2246  
**Hours:** 40 Hours / Week  
**Salary:** AR 23 / \$60,593 - \$78,332 annual  
**NEW HIRES TO STATE EMPLOYMENT START AT MINIMUM**  
**Closing Date:** April 10, 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: Assisting in the audits of the two Native American Casinos in the state. Key duties include detailed audits of system-generated slot tickets, and promotions that use slot machines to award promotional credits (Free Slot Play, eBonus, etc.). The position is also responsible for performing additional duties which include periodic auditing of the support documentation regarding deductions from the gross slot machine win; reconciliation of primary and secondary jackpot deductions from the gross slot machine win, claimed as a Wide-Area Progressive Network (WAPN) participant, to jackpots reported by the third party WAPN operator; conducting initial reviews of applications for licensing and license renewal, with emphasis on the review of all financial information, including tax returns, submitted as part of the applications, to ascertain whether there are any inconsistencies or apparent omissions with the information provided; performs related duties as required. The position may also be required to assist in auditing the financial books and records of the Connecticut Off-Track Betting facility operator.

**Preferred Knowledge, Skills and Abilities:**

The preferred candidate will have auditing experience and a knowledge of and ability to apply relevant State and Federal tax laws, statutes and regulations; advanced knowledge of and a high level of competency in Excel and familiarity with Word; considerable interpersonal skills; considerable oral and written communication skills.

**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 should 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; their last two (2) current annual performance evaluations; and an Application for Employment 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.