

**DEPARTMENT OF MOTOR VEHICLES
FISCAL SERVICES
ACCOUNTING CAREERS TRAINEE (TARGET CLASS ACCOUNTANT)**

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

Open To: The Public
Location: Fiscal Services – 60 State Street, Wethersfield, CT
Job Posting No: 112103
Hours: Monday – Friday (40 hours)
Closing Date: December 30, 2015
Starting Salary: Annually, first year of training, with degree in accounting or closely related field:

	Hiring Rate	Completion of 1 Year of Training
Bachelor's degree with 15 semester hours in accounting	Step 3 \$49,312	Step 5 \$52,629
Bachelor's degree with 30 semester hours in accounting	Step 5 \$52,629	Step 7 \$55,958
Master's degree in a related field and 15 credits in accounting	Step 5 \$52,629	Step 7 \$55,958
Master's degree in a related field and 30 semester hours in accounting	Step 6 \$54,299	Step 7 \$55,958

The Department of Motor Vehicles is currently recruiting for an Accountant position to be under-filled at the Accounting Careers Trainee (ACT) level. The ACT will be accountable for mastering the skills necessary to satisfactorily complete the training program for the target class of Accountant.

Eligibility Requirement: Candidates must possess a Bachelor’s degree in accounting or in a closely related business field with at least fifteen (15) semester hours in accounting.

Examples of Duties: Anticipated duties include but are not limited to: Processing complex and compound journal entries, including journal vouchers and spreadsheet journal corrections; Reconciling accounts; preparation of balance sheets and financial statements involving multiple accounts; Examination of financial documents to ensure accuracy and conformance as required by reviewing related records, provisions and/or regulations; Assists higher level staff in budget management; maintains accounts receivable including preparing and processing billings, maintaining related accounts, managing accounts receivable, making and recording adjustments; Maintains grant programs by preparing or reviewing financial reports, reviewing expenditures for compliance with grant contracts, providing assistance to grantees; Prepares balance sheets and financial statements involving multiple accounts; Reviews and analyzes financial accounting records and reports.

Knowledge Skills and Abilities: Knowledge of professional accounting principles and practices including knowledge of governmental accounting and budgeting; knowledge of basic auditing principles and practices; and knowledge of accounts payable and accounts receivable; the preferred candidate will be proficient with computer skills, specifically Microsoft Office Suite (Excel and Word) in order to effectively build spreadsheet reconciliations and prepare correspondence; and the ability to understand and apply statutes and regulations; interpersonal skills, considerable arithmetical ability, and oral and written communication skills are also required.

Preferred Experience: Knowledge of Core-CT PeopleSoft (State of CT Accounting Software); knowledge of QuickBooks software; knowledge of State of Connecticut account codes; knowledge of Connecticut General Statute Title 14 as it pertains to DMV fees and fines.

TERM OF APPOINTMENT:

1. The length of the training program is two (2) years.
2. 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.

PROMOTION:

1. Incumbents in this class will be eligible for promotion to the target class without further competitive examination after successful completion of the two (2) year training program.
2. 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.

Application Instructions: Individuals who meet the above requirements should submit a cover letter, a resume, an Application for Employment (CT-HR-12), and college degree transcripts, by the above date to:

**Department of Motor Vehicles - Human Resources
Attention: Jeremy Kushin
60 State Street, Room 235, Wethersfield, CT 06161.
Email: Jeremy.Kushin@ct.gov
Fax: 860-263-5576**

The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable. Applicants who do not submit all the requested documentation will not be considered. Interviews may be limited to candidates whose experience and training most closely meet the requirements of this position.

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.