

DEPARTMENT OF MOTOR VEHICLES
JOB OPPORTUNITY
ACCOUNTANT - FISCAL SERVICES

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

Open To: Current State of Connecticut Employees Only
Location: Fiscal Services – 60 State Street, Wethersfield, CT
Job Posting No: 7838
Hours: Monday – Friday (40 hours)
Salary: \$62,411 – 80,682 (AR-23)
Closing Date: May 14, 2014

Eligibility:

Candidates must have applied for and passed the Accountant 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.**

Examples of Duties:

Anticipated duties of the Accountant position within the Fiscal Services Unit of the Department of Motor Vehicles include but are not limited to: Maintaining an interrelated group of accounts including classifying and recording transactions; reconciling accounts; examination of financial documents to ensure accuracy and conformance as required by reviewing related records, provisions and/or regulations; maintaining accounts receivable including preparing and processing billings; maintaining related accounts; managing accounts receivable; making and recording adjustments; auditing invoices or payments for accuracy and compliance with state regulations; and asset management.

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; 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. Knowledge of Core-CT PeopleSoft (State of CT Accounting Software). Knowledge of QuickBooks software preferred. Interpersonal skills; considerable arithmetical ability, ability to understand and apply statutes and regulations; oral and written communication skills are required.

General Experience:

Six years of experience in accounting or auditing.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, an Application for Employment (CT-HR-12), and their **last two service ratings** by the above date to:

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

Applications can be downloaded from www.das.state.ct.us/exam. Please Note: Due to the large number of expected applicants we cannot confirm receipt of application materials.

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. The resulting candidate pool may be used to fill more than one position within 12 months.

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.