



Department of  
**ADMINISTRATIVE SERVICES**  
*Job Postings*



**DEPARTMENT OF TRANSPORTATION  
JOB OPPORTUNITY  
ACCOUNTANT**

**Bureau of Finance & Administration**

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

**Open To:** Candidates on a current examination list.  
**Location:** Newington, CT  
**Job Posting No:** 79399  
**Hours:** 40 hours per week – 8:00 am to 4:30 pm  
**Salary:** AR23: \$66,213.00 to \$85,597.00 annual  
**Closing Date:** **October 7, 2016**

The Department of Transportation has three (3) vacancies for the position of Accountant. The positions are located in Financial Management and Support and Capital Planning Units.

**Eligibility Requirement:** Candidates must have applied for and passed the Accountant examination 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.

**KNOWLEDGE, SKILL AND ABILITY:**

Knowledge of professional accounting principles and practices including knowledge of governmental accounting and budgeting; knowledge of basic auditing principles and practices; interpersonal skills; oral communication skills; ability to prepare, analyze and evaluate financial statements and other accounting records and reports; ability to analyze and evaluate accounting methods and procedures; ability to utilize EDP systems for financial management; ability to read and interpret written materials

**EXPERIENCE AND TRAINING:**

**General Experience:** Six (6) years of experience in accounting or auditing.

**Special Experience:** Two (2) years of the General Experience must have been at the paraprofessional level. Work at the paraprofessional level requires exercise of some independent judgment in applying basic accounting principles and may be compared to the level of a full charge bookkeeper. For state employees this is the level of Assistant Accountant.

**Substitutions Allowed:**

1. College training in accounting or a closely related field may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.
2. A Master's degree in accounting may be substituted for one (1) additional year of the General Experience.
3. Certification in any of the following may be substituted for one (1) year of the General and Special Experience: Certified Public Accountant, Certified Internal Auditor.

**Note:** 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 documents will not be considered. In addition, the candidate pool resulting from these interviews may be used to fill future Accounting positions in the Bureau of Finance & Administration within twelve months.

**Application Instructions:** Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and an Application for Employment (Form CT-HR-12). **State employees must also include copies of their last two (2) service ratings.** Send by October 7, 2016:

**Nancy Kycia**  
**Department of Transportation**  
**P.O. Box 317546**  
**2800 Berlin Turnpike**  
**Newington, CT 06131-7546**  
**Fax: 860-594-2410**  
**Email: Nancy.Kycia@ct.gov**

**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.