

DEPARTMENT OF TRANSPORTATION
JOB OPPORTUNITY
ACCOUNTS EXAMINER
Internal Audits

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: 88825
Hours: 8:00 am to 4:30 pm
Salary: AR 23 - \$62,411.00 to \$80,862 annual
Closing Date: June 19, 2014

Eligibility Requirement: Candidates must have applied for and passed the Accounts Examiner 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, Skills and Abilities: 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.

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 the 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.
4. Two (2) years of experience as an Assistant Accountant may be substituted for the General and Special Experience.

SPECIAL REQUIREMENT:

Incumbents in this class may be required to travel.

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 maybe used to fill future Accounts Examiner positions, Commissioner's Officer, Internal Audit, within twelve months.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, resume, and an Application for Employment (CT-HR-12). State employees must also include their last two service ratings by June 19, 2014 to:

Mr. Robert Eissler
Accounting Manager
Connecticut Department of Transportation
2800 Berlin Turnpike-Room 2341
Newington, CT. 06111
Fax: 860-594-3036
Email: Robert.Eissler@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.