

State of Connecticut
JOB POSTING

STATE OF CONNECTICUT
Teachers Retirement Board
Financial Clerk (Part-time)

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

Open To: Candidates on current DAS exam list or lateral Transfer
Location: Asylum Street, Hartford, CT 06106
Schedule: Part Time – Monday through Friday
Hours: 36 hour workweek
Salary: CL12/ \$17.04 per hour
Closing Date: **November 18, 2011, 4pm**

The preferred candidate will possess: Superior interpersonal and customer service skills, knowledge of insurance industry terminology, manage competing priorities, can adhere to deadlines, can perform detailed work and demonstrate knowledge, and experience in business computer software programs.

EXAMPLES OF DUTIES: Assists in preparation of payroll or independently prepares components of a payroll such as shift differential, holidays and overtime; maintains agency bookkeeping and other financial records; maintains cash journals and ledgers; process payments; assists in preparing financial statements and budgets; balances and reconciles accounts; reviews incoming bids for compliance with purchase orders; may prepare reports; may handle money or checks; performs related duties as required.

MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE, SKILL AND ABILITY: Knowledge of basic bookkeeping, accounting, and financial record keeping procedures; some knowledge of payroll procedures, financial terminology and coding, statements and budget preparations; skill in performing arithmetical computations; interpersonal skills; ability to perform general clerical tasks; ability to handle large amounts of money; ability to operate a variety of office equipment which includes personal computers, computer terminals, typewriters, calculating machines, cash registers, check writing machines and other electronic equipment.

EXPERIENCE AND TRAINING: General Experience: Two (2) years' clerical experience in accounting, financial record keeping or bookkeeping. **Substitution Allowed:** College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience.

SPECIAL REQUIREMENT: Persons having responsibility for supervising or observing the behavior of inmates or custodial clients will be required to possess a high school diploma or General Educational Development (GED) certification by the time of permanent appointment.

APPLICATION INSTRUCTIONS: Interested and qualified candidates who meet the above experience and training requirements should submit a **cover letter, resume and application for Examination or Employment (Form CT-HR-12 AND CT-HR-13** at <http://www.das.state.ct.us/cr1.aspx?page=13>) to:

Deborah Craig, Human Resources Specialist
Department of Administrative Services, Small Agency Resource Team – SmART Unit
165 Capitol Avenue, 5th Floor East
Hartford, Connecticut 06106
Confidential Fax: **(860) 622-4921** (*preferred method of submission*)

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. Position filled pending clearance of SEBAC/Re-Employment lists.