

DEPARTMENT OF CHILDREN AND FAMILIES
JOB OPPORTUNITY

Financial Clerk
Connecticut Juvenile Training School - Business Office

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

Open To: Public

Location: Middletown, CT

Job Posting No: TH46585CO

Hours: 40 (Monday - Friday: 8:00 AM to 5:00 PM w/one (1) hour lunch or 8:30 AM - 5:00 PM w/ 30 minute lunch)

Salary: CL-12 (\$37,737 - 48,054 (Annually))

Closing Date: August 22, 2014

The Department of Children and Families is currently recruiting for a Financial Clerk within the FISCAL Division. The position will be located at the Connecticut Juvenile Training School - Business Office in Middletown, CT.

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.

General Knowledge: 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.

General Experience: Two (2) years' clerical experience in accounting, financial record keeping or bookkeeping.

Preferred Qualifications: QuickBooks, Excel and cash accounts experience

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.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, three (3) SUPERVISORY references (current state employees please provide last two Service Ratings in lieu of references) and an Application for Employment (CT-HR12) to the address below. Application material can be faxed to 860-550-6433. Please reference Job Posting # **TH46585CO**.

DEPARTMENT OF CHILDREN AND FAMILIES
505 HUDSON STREET, HUMAN RESOURCES, 8TH FLOOR, HARTFORD, CT 06106
Attention: Taneisha Hancel

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.