

**OFFICE OF GOVERNMENTAL ACCOUNTABILITY
STATE ELECTIONS ENFORCEMENT DIVISION
EMPLOYMENT OPPORTUNITY**

**Accounting Careers Trainee (JOB CLASS 0034)--PCN 88820
Target Class: Accounts Examiner (JOB CLASS 0030)**

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

Open To: The Public

Location: 18-20 Trinity St., Hartford, CT

Hours: 40 per week Full Time

Salary: **SCHEDULE OF BI-WEEKLY SALARIES FOR ACCOUNTING CAREERS TRAINEES (AR-15)**

<u>Minimum Requirement</u>	<u>Hiring Rate</u>	<u>After completing 1 yr training</u>
• Bachelor's degree with 15 semester hours in Accounting	Step 3--\$1,780.85	Step 5—at least \$1,900.66
• Bachelor's degree with 30 semester hours in Accounting	Step 5—\$1,900.66	Step 7—at least \$2,020.89
• Master's degree in a related field AND 15 credits in Accounting	Step 5—\$1,900.66	Step 7—at least \$2,020.89
• Master's degree in a related field AND 30 semester hours in Accounting	Step 6—\$1,960.96	Step 7—at least \$2,020.89

Closing Date: January 17, 2014-must be received no later than 5 pm

Eligibility Requirement:

Possession of a Bachelor's degree in accounting or in a closely related business field with at least 15 semester hours in accounting.

Preferences: Applicants having experience in accounting or auditing and/or individuals possessing a degree in accounting are preferred.

Special Requirements:

1. Incumbents in this class may be required to travel. This travel would be only occasionally and in-state.
2. Incumbents in this class may be required to work evenings and weekends as needed. Peak demand is during May to October of even-numbered years.

Example of Duties:

Receives training and performs tasks, using learned accounting methods and procedures, to ensure compliance with accepted accounting principles, laws and regulations, and state or federal requirements as they relate to:

1. Reviewing Grant Applications for committees that are participating in the Citizens' Election Program;
2. Preliminary Grant Application review for committees that intend to participate in the Citizens' Election Program;
3. Reviewing campaign disclosure statements filed by candidates and/or committees;
4. Performing post-election examinations.

Career Progression: After completing two (2) years of satisfactory performance at this agency, the incumbent will be promoted to the Accounts Examiner (AR-23) classification.

Application Instructions:

Qualified candidates must submit a cover letter, describing their suitability for the position, and the required CT-HR-12 State Employees Application, available online at http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf to:

OFFICE OF GOVERNMENTAL ACCOUNTABILITY--Human Resources Department
ATTN: PCN 88820
18-20 Trinity St. 5th Floor, Hartford, CT 06106

Preferred method of submission: by secure Fax to 860-622-4927 OR attached to e-mail sent to OGA.HR@ct.gov

Refer to PCN 88820

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

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.