



State of Connecticut JOB POSTING

Posted: July 10, 2014

POSITION: ACCOUNTING CAREERS TRAINEE, Business Office

ANTICIPATED START DATE: Fall 2014

MINIMUM QUALIFICATIONS: Applicant **MUST** meet **ONE** of the following criteria:

- Be in possession of a Bachelor's Degree in Accounting, or closely related business field, with at least 15 semester hours in accounting; or
- Be on the State of Connecticut re-employment/SEBAC List.

The successful candidate must also display knowledge of:

- Accounting and auditing principles and practices;
- Business mathematics and statistics;
- Business uses of information technology;
- Effective report writing; ability to read and understand written materials; and
- Ability to utilize computer software.

RESPONSIBILITIES: This Accounting Careers trainee will perform a variety increasingly difficult accounting/finance duties that would lead to independently performing the following professional level duties:

- Performing basic accounting activities such as preparing Balance Sheets/Financial Statements;
- Preparing estimates and calculating projected expenditures and quarterly allotments, and preparing monthly reports;
- Recommending accounting related improvements to business practices such as accounting controls and financial reviews;
- Assisting in budget management by compiling and reviewing agency's budget proposals;
- Gathering and consolidating/inputting payroll and expenditure data for budget preparation and projections;
- Using Banner for a variety of financial transaction recording and reporting; and
- Using EXCEL and WORD

SALARY RANGE: \$47,875.00 - \$52,717.00 approximately annual salary (based on state regulations & bargaining unit agreement), with full benefits.

TO APPLY: Submit **cover letter, resume and the required *CT-HR-12 Employment Application**** available online at http://www.das.state.ct.us/HR/Forms/CT-HR-12_Application.pdf to:

INCOMPLETE APPLICATION MATERIALS WILL NOT BE ACCEPTED.

Human Resources Department
Accounting Careers Trainee Search **NO FAXES PLEASE**
Housatonic Community College
900 Lafayette Boulevard
Bridgeport, CT 06604, or

E-mail: ho-humanresources@hcc.commnet.edu (**Attachments ONLY**)

APPLICATION DEADLINE: Application materials must be **RECEIVED** on or before **July 25, 2014**.

**Incomplete submissions without the required application (or with incorrect application) will not be accepted.*

***CT- HR- 12 application must be completed in its entirety; references to resume are not acceptable.*

Housatonic Community College does not discriminate on the basis of race, color, religious creed, age, gender, gender identity or expression, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, veteran status, sexual orientation, genetic information or criminal record. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Theresa Eisenbach, Equal Employment Opportunity Officer
900 Lafayette Boulevard
Bridgeport, CT 06604
(203) 332-5013

900 LAFAYETTE BOULEVARD, BRIDGEPORT, CT 06604-4704 203/332-5000

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An Affirmative Action/Equal Opportunity Employer, M/F. Protected group members are encouraged to apply