

**DEPARTMENT OF SOCIAL SERVICES  
JOB OPPORTUNITY  
ACCOUNTING CAREERS TRAINEE  
DIVISION OF QUALITY ASSURANCE**

**[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)**

The Department of Social Services is currently accepting applications for one (1) Accounting Careers Trainee position with a target classification to the position of Accounts Examiner, within the Division of Quality Assurance, located in our Hartford Central Office.

**Open To:** The Public and State Employees

**Position:** Accounting Careers Trainee

**Location:** 25 Sigourney Street, Hartford, CT

**Job Posting No:** 100597

**Salary Range:** \$40,765.00 - \$51,084.00 Annually

**Closing Date:** January 24, 2012

**PURPOSE OF CLASS:** In a state agency this class is accountable for mastering the skills necessary to satisfactorily complete the training program for a professional accounting or auditing position.

**SUPERVISION RECEIVED:** Works under the immediate and close supervision of accountants or similar professional employees to whom on-the-job training or supervision has been delegated.

**EXAMPLE OF DUTIES:** Receives training in introductory accounting or auditing work for development of skills and knowledge in order to qualify for advancement into a professional agency accounting or auditing position; performs a variety of increasingly difficult duties as skills are acquired during course of training period; examines financial records of governmental or private businesses and accounting methods and procedures to assure compliance with statutes, regulations, guidelines or accepted accounting principles; may receive training in such areas as maintaining financial records and accounts, establishing financial statements and schedules and preparing budget estimates; performs related duties as required.

**MINIMUM QULIFICATIONS REQUIRED**

**KNOWLEDGE, SKILL AND ABILITY:** Knowledge of accounting and auditing principles and practices; knowledge of business mathematics and statistics; some knowledge of business uses of data processing; some knowledge of effective report writing; ability to read and understand written materials.

**EXPERIENCE AND TRAINING:** Possession of a Bachelor's Degree in accounting or in a closely related business field with at least 15 semester hours in accounting.

**PROMOTION:** Incumbents in this class are eligible for promotion without further competitive examination after the completion of a prescribed period of satisfactory service in their designated occupational specialty if they have permanent status and at least six months of service in the promoting agency.

**TERM OF APPOINTMENT:** Appointment to positions in this class shall be for a period not to exceed twenty four (24) months unless there is a change in the employing agency or designated target class.

**SCHEDULE OF STARTING SALARIES  
FOR  
ACCOUNTING CAREERS TRAINEE**

Minimum Requirements	Hiring Rate	Completion of 1 year Year of Training
Bachelor's degree with 15 semester hours in accounting	Step 3	Step 5
Bachelor's degree with 30 semester hours in accounting	Step 5	Step 7
Master's degree in a related field and 15 credits in accounting	Step 5	Step 7
Master's degree in a related field and 30 semester hours in accounting	Step 6	Step 7

**Note:** This position may be filled by candidates from mandatory Re-employment and SEBAC lists which we are obligated to use and state employee who have attained permanent status in this classification.

**Application Procedure:** Candidates who meet the above requirements should complete a State of Connecticut Application for Examination or Employment (CT-HR-12). The CT-HR-12 Application Form may be downloaded from the State of Connecticut's Department of Administrative Services Human Resources Services Website at: [www.das.state.ct.us/exam/default.asp#APPLICATION FORMS](http://www.das.state.ct.us/exam/default.asp#APPLICATION FORMS). When faxing materials, keep a copy of your completed application and the fax transmittal receipt for your records, and **do not mail a copy of your application form if you have faxed the materials**. Due to the large number of applications received, we cannot confirm receipt of applications. Please forward your completed State of Connecticut Application for Examination or Employment (HR-12) to:

**Maria Taylor, Principal Human Resources Specialist  
Department Of Social Services  
25 Sigourney Street, Hartford, CT 06106**

**Fax Number: (860) 951-2979**

**APPLICATIONS MUST BE RECEIVED BY TUESDAY, JANUARY 24, 2012, CLOSE OF BUSINESS**

**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.