



**JOB OPPORTUNITY
ASSISTANT ACCOUNTANT**

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

Open To: Candidates on a current exam list
Location: Initial location will be the Department of Transportation Headquarters –
Newington, CT
Unit is relocating to Bradley International Airport - Windsor Locks, CT
Job Posting No: CAA1307
Hours: Monday to Friday - 8:30 a.m. to 5:00 p.m.
Salary: AR-19: \$52,593 - \$66,923 annual
Closing Date: September 20, 2013 at 4pm

As a member of the Connecticut Airport Authority (CAA), the **Assistant Accountant** is responsible for performing a combination of a full range of basic professional and highly complex clerical work in accounting or financial examination work.

Eligibility Requirement: Candidates must have applied for and passed the Assistant Accountant Exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

Examples of duties: Verify and document the daily check receipts for the unit; initiate any rent recalculation as required in tenant leases and review various tenant accounts for billing accuracies; update monthly billing status for various airport tenants; spearhead responses to various information requests both internally and externally; assess and facilitate maintenance of proper levels of materials needed for the requirements of the unit; maintain tracking of various elements handled by the unit; maintain various unit filing requirements; perform other related duties as required.

Knowledge, Skills and Abilities: Knowledge of bookkeeping and financial record keeping principles and practices; knowledge of basic governmental accounting principles and practices including general accounting, accounts payable, accounts receivable and budget control; oral communication skills; basic interpersonal skills; considerable arithmetical ability; auditing ability; ability to understand and apply statutes and regulations; ability to utilize EDP systems for financial information.

General Experience: Four years of experience in complex clerical accounting or financial examining work. Complex clerical accounting or examining work is interpreted as independent responsibility for generally routine bookkeeping, financial record keeping or financial record examining at the level of Financial Clerk.

Substitutions allowed: (1) College training may be substituted for the General Experience on the basis of fifteen semester hours equaling one-half year of experience to a maximum of two years. (2) One year as a Pre-Professional Trainee in an accounting class may be substituted for the General Experience.

Character Requirement: An individual serving in this position must be able to successfully undergo a thorough background and security screening, including being fingerprinted, and maintain required security clearance during the duration of employment.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and an Application for Employment (CT-HR-12) by September 20, 2013 to:

Ron Frost
Director of Human Resources
Bradley International Airport
Administration Office, Terminal A, 3rd Floor
Windsor Locks, CT 06096

State employees must include copies of their last two (2) service ratings. The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable. Applicants who do not submit all the requested documentation will not be considered. Interviews may be limited to candidates whose experience and training most closely meet the requirements of this position. The resulting candidate pool may be used to fill more than one position within 12 months.

THE CAA IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER