



**JOB OPPORTUNITY
ASSOCIATE 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: CAA1308
Hours: Monday to Friday - 8:30 a.m. to 5:00 p.m.
Salary: AR-26: \$71,988 - \$92,585 annual
Closing Date: September 20, 2013 at 4pm

As a member of the Connecticut Airport Authority (CAA), the **Associate Accountant** is responsible for performing the most complex accounting tasks within a variety of accounting programs and systems, and is accountable for lead and consultative responsibility.

Eligibility Requirement: Candidates must have applied for and passed the Associate 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: Act as backup to the Supervising Accountant; assist in day to day cash flow and reconciliation requirements of the unit; run the daily and monthly A/R computer processes and perform required month-end reconciliations; review of various tenant leases and annual audits to ensure billing and reporting accuracies; spearhead more aggressive collection measures to ensure payment from tenants; develop the annual revenue budgets for all of the CAA airports and perform month to month review and analysis of budget versus actual comparisons; prepare and track bill-backs to the Federal government for approved project costs; perform other related duties as required.

Knowledge, Skills and Abilities: Considerable knowledge of professional accounting principles and practices including governmental accounting and budgeting; interpersonal skills; oral and written communication skills; considerable ability to analyze and evaluate financial records, methods and procedures; ability to devise and install accounting procedures and systems; some supervisory ability.

General Experience:

Seven years of experience in accounting or auditing.

Special Experience:

One year of the General Experience must have been at the level of Accountant, Auditor or Accounts Examiner with responsibility for the exercise of independent analysis and judgment in the application of professional accounting principles and practices.

Substitutions Allowed:

1. College training in accounting or a closely related field may be substituted for the General Experience on the basis of fifteen semester hours equaling one-half year of experience to a maximum of four years for a Bachelor's degree.
2. A Master's degree in accounting may be substituted for one additional year of the General Experience.
3. Certification in any of the following may be substituted for one additional year of the General Experience: Certified Public Accountant, Certified Internal Auditor.

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.

CAA has a vital interest in providing its employees with a safe, healthful, and efficient work environment. It is the Company's policy to maintain a work place free from drug and/or alcohol misuse and abuse. Applicants who are not current active Connecticut State Employees are advised that employment is subject to a satisfactory drug screening in accordance with state and federal law; your signature on the application for this position is your consent to the drug test.

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 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