

DEPARTMENT OF MOTOR VEHICLES
JOB OPPORTUNITY
SUPERVISING ACCOUNTS EXAMINER
INTERNAL AUDIT UNIT

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

Open To Candidates on the current examination list, and state employees working at the level of Supervising Accounts Examiner

Location: Wethersfield

Job Posting No: P – 7819 (Lateral)

Hours: 8:30 a.m. – 4:30 p.m. (Monday–Friday)

Salary: \$82, 534 - \$107, 280

Closing Date: May 22, 2015

Eligibility Requirement: Candidates must have applied for and passed the exam for Supervising Accounts Examiner, and be on the certification list promulgated by the Department of Administrative Services for this classification. **State employees currently holding the above title may apply for a lateral transfer. Reemployment/SEBAC candidates will be given first priority.**

Knowledge, Skills and Abilities: Considerable knowledge of relevant agency policies and procedures; considerable knowledge of and ability to apply relevant State and federal laws, statutes, and regulations; considerable knowledge of professional accounting and auditing principles and practices; considerable knowledge of governmental and commercial accounting; considerable interpersonal skills; considerable oral and written communication skills; considerable ability to analyze and evaluate accounting procedures; considerable ability to analyze financial records, documents, and reports; ability to prepare comprehensive reports; supervisory ability.

General Experience: Eight (8) years of experience in accounting or auditing.

Special Experience: One (1) year of the General Experience must have been performing the most complex accounting function or acting in a lead or consultative capacity at or above the level of Associate Accountant or Associate Accounts Examiner.

Substitution Allowed: College training in Accounting or a closely related field may be substituted for the General Experience on the basis of fifteen (15) semester hours equalling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.

A Master's degree in Accounting may be substituted for one (1) additional year of the General Experience.

Certification in any of the following may be substituted for one (1) additional year of the General Experience: Certified Public Accountant, Certified Internal Auditor.

Special Requirement: Incumbents in this class may be required to travel.

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

Application Instructions: Complete an application for employment (CT-HR-12) indicating Supervising Accounts Examiner in the Examination Title block. Applications can be mailed to: Human Resources, Department of Motor Vehicles, 60 State Street, Room 235, Wethersfield, CT 06161 or faxed to 860-263-5576. Applications can be downloaded from www.das.state.ct.us/exam. Please note: Due to the large number of expected applicants, we cannot confirm receipt of application materials. Incomplete or late application packages will not be considered.

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.