

DEPARTMENT OF MOTOR VEHICLES
JOB OPPORTUNITY
ASSISTANT ACCOUNTANT (2 Positions) - FISCAL SERVICES

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

Open To: Public
Location: Fiscal Services – 60 State Street, Wethersfield, CT
Job Posting No: 78745 & 106267
Hours: Monday – Friday (Part-time-34 hours per week)
Salary: AR-19: \$25.95 per hour
Closing Date: March 12, 2015

Eligibility:

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:

Anticipated duties of the Assistant Accountant position within the Fiscal Services Unit of the Department of Motor Vehicles include but are not limited to: Maintaining an interrelated group of accounts including classifying and recording transactions; reconciling accounts; examines financial documents to ensure accuracy and conformance with requirements by reviewing related records, provisions and/or regulations; maintaining accounts receivable including preparing and processing billings, maintaining related accounts, managing accounts receivable, making and recording adjustments; auditing invoices or payments for accuracy and compliance with state regulations, and asset management.

Knowledge Skills and Abilities:

The preferred candidate will be proficient with computer skills, specifically Microsoft Office Suite (Excel and Word) in order to effectively build spreadsheet reconciliations and prepare correspondence. Knowledge of bookkeeping and financial record keeping principal and practices; knowledge of basic governmental accounting principles and practices including, general accounting principles, accounts payable and accounts receivable. Knowledge of Core-CT PeopleSoft (State of CT Accounting Software). Knowledge of QuickBooks software preferred. Basic interpersonal skills; considerable arithmetical ability, ability to understand and apply statutes and regulations; oral and written communication skills are required.

General Experience:

Knowledge of an ability to apply basic accounting and auditing principles and practices. Proficiency in the use of computer software; interpersonal, oral and written skills are required.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, an Application for Employment (CT-HR-12) by the above date indicating Assistant Accountant on the Job Title line and send to:

Department of Motor Vehicles - Human Resources
Attention: Jeremy Kushin
60 State Street, Room 235, Wethersfield, CT 06161.
Email: Jeremy.kushin@ct.gov Fax: 860-263-5576

State employees - please include copies of your last two (2) service ratings. 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.

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.

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.