

**OFFICE OF THE STATE COMPTROLLER
JOB OPPORTUNITY
FINANCIAL CLERK
MANAGEMENT SERVICES DIVISION**

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

Open To: Candidates on the Current Exam Certification List
Location: 55 Elm Street, Hartford, CT
Job Posting No: #81528
Hours: Full-Time (40 hrs/week)
Salary: \$35,569 (CL12) Starting Annual Salary
Closing Date: Tuesday, April 9, 2013 - Application materials must be received by 5:00 p.m. by this date

The Office of the State Comptroller - Management Services Division is currently seeking qualified candidates to fill one (1) **Financial Clerk** position. The selected candidate will be accountable for the preparation and/or maintenance of payroll, agency accounts, financial statements, cash accounting or other bookkeeping and record keeping functions in an agency.

Eligibility Requirement: Candidates must have applied for and passed the **Financial Clerk** 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 in the class may apply for a 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: Responsible for approving, reviewing and processing statewide union funded tuition, training and travel reimbursement requests to insure compliance with collectively bargained benefits, for proper application and payment to the employee and for reporting to the Office of Labor Relations and to the Unions; responsible for the preparation of the statewide union funded tuition reimbursement priority log, certify priority requests received from state agencies are correct and that employees in collective bargaining units that require priority lists from tuition reimbursement are appropriately approved and placed on the priority listing; responsible for the preparation and reconciliation of the statewide tuition and travel payroll upload report for proper reimbursement to the employee, insuring compliance with collectively bargained benefits; perform updates to the state's vendor file system for tuition and travel reimbursements and performs other related duties as required.

PREFERRED EXPERIENCE AND SKILLS:

- Knowledge and experience with Collective Bargaining
- Proficient with Word and Excel

General Experience: Two (2) years clerical experience in accounting, financial record keeping or bookkeeping.

Substitution Allowed: College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience.

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

Application Instructions: Interested and qualified candidates who meet the above requirements must submit a cover letter, a resume, three (3) letters of professional references from current and/or previous supervisors and an Application for Examination or Employment (Form CT-HR-12) (original **AND** one copy). **(Please indicate the job posting number on the application form).** State employees must include copies of their last three (3) Service Ratings in lieu of references no later than the closing date at the top of this announcement to:

**Elena Vazquez, Human Resources Associate
Office of the State Comptroller/Human Resources Office
55 Elm Street, 2nd Floor, Room 208
Hartford, CT 06106**

OR

Fax to: 860-702-3324 (If faxing, only one application is necessary)

Email: elena.vazquez@po.state.ct.us

**INCOMPLETE APPLICATION PACKAGES AND THOSE RECEIVED AFTER THE CLOSING DATE INDICATED ABOVE
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.