



STATE OF CONNECTICUT
OFFICE OF EARLY CHILDHOOD



EMPLOYMENT OPPORTUNITY

ACCOUNTANT
BUSINESS OPERATIONS

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS ON THE LAST PAGE

Open to: See Eligibility Requirement

Location: 165 Capitol Avenue, Hartford, CT 06106

Hours: 8:00 a.m. – 4:30 p.m.

Job Posting #: #006 - 109522

Salary Range: \$64,284 - \$83,103*

Closing Date: January 30, 2015

Note: *New hires to state employment start at the minimum of the above salary range.

ELIGIBILITY REQUIREMENT:

Candidates must have applied for and passed the Accountant exam and be on the current certified list promulgated by the Department of Administrative Services for this classification. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.** State employees who have attained permanent status and are eligible for appointment may also apply.

EXAMPLE OF DUTIES:

Records complex and compound journal entries; prepares balance sheets and financial statements involving multiple accounts; analyzes and interprets accounting records and reports; assists higher level staff in planning, design and implementation of accounting procedures or systems; reviews expenditures and prepares or reviews financial statements; assists in budget management by compiling and reviewing agency manager program budget proposals, preparing estimates and calculations of projected expenditures and quarterly allotments, and preparing monthly reports; monitors fiscal aspects of grant programs by preparing or reviewing financial reports, reviewing expenditures for compliance with grant contracts, providing technical assistance to grantees in maintaining accounting records; recommends accounting related improvements to business practices such as accounting controls and financial reviews; utilizes EDP systems for financial records, reports and analysis; assists EDP experts in planning and implementation of financial aspects of EDP systems; in addition to professional accounting tasks, may supervise bookkeeping (e.g. maintenance, balancing and reconciling of accounts), accounts payable and/or receivable functions or other accounting related paraprofessional or clerical functions; performs related duties as required.

QUALIFICATIONS:**Knowledge, Skill and Ability:**

Knowledge of professional accounting principles and practices including knowledge of governmental accounting and budgeting; knowledge of basic auditing principles and practices; interpersonal skills; oral communication skills; ability to prepare, analyze and evaluate financial statements and other accounting records and reports; ability to analyze and evaluate accounting methods and procedures; ability to utilize EDP systems for financial management; ability to read and interpret written materials.

MINIMUM EXPERIENCE AND TRAINING REQUIRED:**General Experience:**

Six (6) years of experience in accounting or auditing.

Special Experience:

Two (2) years of the General Experience must have been at the paraprofessional level. Work at the paraprofessional level requires exercise of some independent judgment in applying basic accounting principles and may be compared to the level of a full charge bookkeeper. For state employees this is the level of Assistant Accountant.

Substitutions Allowed:

1. College training in accounting or a closely related field may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.
2. A Master's degree in accounting may be substituted for one (1) additional year of the General Experience.
3. Certification in any of the following may be substituted for one (1) year of the General and Special Experience: Certified Public Accountant, Certified Internal Auditor.
4. Two (2) years of experience as an Assistant Accountant may be substituted for the General and Special Experience.

Preferred Experience:

Applicants should provide evidence of the following experience in his or her application materials:

- Experience using Core-CT modules, including but not limited to EPM and Trial balance Reporting, General Ledger, and Commitment Control.
- Experience in Microsoft Office Programs including Excel, Word, and Outlook.
- Knowledge of budget creation and projection management.
- Ability to prepare and analyze financial documents.

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

APPLICATION PROCEDURE:

All required documents must be received by close of business on the closing date in order to be considered for an interview. Interested candidates should reference job announcement #006 – 109522 in the application materials and submit the following documents to address listed below:

1. A letter of application and resume with details of experience and training.
2. An Application for Examination or Employment (CT-HR-12) which may be obtained from the Department of Education website at <http://www.sde.ct.gov>.
3. The names and contact information for three (3) pertinent professional references.
4. If you are a State employee, please submit a copy of your two most recent service ratings in addition to the above documents.

**Office of Early Childhood
165 Capitol Avenue, Room G-16
Hartford, CT 06106
ATTN: Mr. Chris Beloff
TEL: (860) 713-6697**

Applications will be accepted via U.S. mail or hand delivery only.

The Office of Early Childhood is committed to a policy of equal opportunity/affirmative action for all qualified persons. The Office of Early Childhood does not discriminate in any employment practice, education program, or educational activity on the basis of **race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. The Office of Early Childhood does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction.** Inquiries regarding the Office of Early Childhood's nondiscrimination policies should be directed to: Levy Gillespie, Equal Employment Opportunity Director/American with Disabilities Act Coordinator, Connecticut State Department of Education, 25 Industrial Park Road, Middletown, CT 06457, 860-807-2071, Levy.Gillespie@ct.gov.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER