

Connecticut General Assembly
JOB OPPORTUNITY
Fiscal Assistant - Office of Legislative Management

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

Open To: The Public
Location: Hartford
Hours: Full-Time
Salary: Starting salary \$39,989
Closing Date: February 26, 2014

General Knowledge:

The State Legislature is seeking to fill a nonpartisan Financial Assistant position in the Office of Legislative Management. The selected individual will perform a wide range of accounting duties including: processing invoices and receipts, recording complex journal entries, preparing financial statements, producing monthly financial reports, reconciling payments and analyzing grant accounts. This position also assists higher level staff as needed.

Minimum Requirements:

High school diploma, two years college-level or business school courses and at least two years of advanced clerical experience in bookkeeping, financial recordkeeping, or purchasing or any equivalent combination of education and experience.

Application Instructions:

Please send a cover letter and resume by February 26, 2014 to: Fiscal Assistant Search Committee, Office of Legislative Management, Room 5100, Legislative Office Building, Hartford, CT 06106 or reply online at CGAEmployment@cga.ct.gov

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.