

Teachers' Retirement Board
JOB OPPORTUNITY
Assistant Accountant

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

Open To: Current Exam List Candidates; State employees who currently hold or previously attained permanent status
Location: 765 Asylum Avenue, Hartford, CT
Job Posting No: 35353
Hours: Full Time, 40 hours/week
Salary: AR19 \$54,171 - \$68,931 annually
Closing Date: January 8, 2015

Eligibility Requirement: 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.

The preferred candidate will have demonstrated experience in the following:

Knowledge of employee benefits;
Intermediate level of experience with use of Excel;
CORE-CT (PeopleSoft/Oracle) procurement and financial modules;
Ability to develop database queries and utilize information;
Attention to detail

Knowledge, Skills and Abilities: Knowledge of bookkeeping and financial record keeping principles and practices; knowledge of basic governmental accounting principles and practices including general accounting, accounts payable, accounts receivable and budget control; oral communication skills; basic interpersonal skills; considerable arithmetical ability; auditing ability; ability to understand and apply statutes and regulations; ability to utilize EDP systems for financial information.

General Experience: Four (4) years of experience in complex clerical accounting or financial examining work. Complex clerical accounting or examining work is interpreted as independent responsibility for generally routine bookkeeping, financial record keeping or financial record examining at the level of Financial Clerk.

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

One (1) year as a Pre-Professional Trainee in an accounting class may be substituted for the General Experience.

Note: Filling 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 should submit a cover letter describing your interest and suitability for the position, resume, and Application for Employment (CT-HR-12) http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf via fax or email to:

Deborah Hearl, Human Resources Specialist
Dept. of Administrative Services/SMART
165 Capitol Avenue, 5 East
Hartford, CT 06106
Confidential Fax: (860) 622-2873 or
Email to DAS.HR.SMART@ct.gov
Subject line **MUST** include: AsstAcct 35353 and your last name.

Please note: due to the large volume of applications received, we are unable to field phone inquiries and confirm receipt of applications.

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.