

DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION
JOB OPPORTUNITY
ACCOUNTANT

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

Open To: Lateral Transfers and Candidates on a current examination list
Location: Fiscal Services, Middletown
Job Posting No: 7298
Salary: \$64,284 – 83,103.00 (New hires to state employment start at the minimum salary range).
Closing Date: Monday, August 11, 2014

The permanent Accountant position is located in the Fiscals Accounts Receivable Unit.

Eligibility Requirement: Candidates must have applied for and passed the ACCOUNTANT exam and be on the current certification list promulgated by the Department of Administrative Services. State employees currently holding the ACCOUNTANT or those who have previously attained permanent status in this 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.

The primary responsibilities of this position include, but are not limited to the following: Records all agency revenue on a daily basis which is in excess of \$211 million annually; reconciles revenue received on a daily basis to the reports prepared by the units within the agency; verify all agency receipts independently for the accuracy of proper coding and classification. This includes daily deposits of checks and cash, electronic fund transfer (EFT) and the transfer of funds from other state agencies (GIRO); records revenue accounting entries in CORE-CT for the daily deposit by analyzing each account and perform calculations needed to allocate funds related to the Pistol Permits and Photographic Costs when entering deposit into CORE-CT; analyzes and reconciles the monthly financial revenue reports to CORE-CT related to multiple Special Funding Accounts which are used by the Special Funding Unit; prepares and maintains an Excel spreadsheet and tracks the telephone expenditures for all Resident Trooper Towns on a calendar basis which is utilized in the preparation of the projections and annual billings for all Resident Trooper Towns; assists the Accountant in the implementation and recommendation of procedural updates related to agency receipts. This includes the development of internal agency forms and letters related to agency billings and receipts; utilizes CORE General Ledger and Commitment Control modules to compile and analyze information for the preparation of monthly financial revenue reports; monthly bank statements for evidence fund accounts are reviewed and verified and a copy is sent to the units for confirmation of monthly activity; prepare Journal Entries as required; prepares annual revenue report; assists the Associate Accountant in preparation of Accounts Receivable GAAP reports.

Note: Preference will be given to applicants who have proficiency in Excel and Microsoft Word, working experience with CORE-CT and experience with processing cash and check deposits is a plus.

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

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, resume, CT-HR/12 (State Application) & CT-HR/13 (Addendum), and two (2) letters of professional references from current and/or previous supervisors. State employees must submit two most recent performance appraisals in lieu of references by ***Monday, August 11, 2014, close of business** to:

**The Department of Emergency Services and Public Protection
1111 Country Club Road, Middletown, CT 06457-9294
Attn: Denise Shelton, Human Resources Associate
Fax: (860) 685 – 8356**

***Incomplete or late application packages will not be considered**

If faxing your packet; original to be mailed. Please note that due to the large volume of applications received, we are unable confirm receipt of applications. Not all individuals who apply will be granted an interview.

Candidates who have been selected for employment with the Department of Emergency Services & Public Protection are subject to a detailed background investigation, including a criminal check, federal and reference checks. Selection for employment is contingent upon satisfactory completion of the background investigation.

The State of Connecticut is an Affirmative Action/ Equal Employment Opportunity Employer