



EXAMINATION OPEN TO THE PUBLIC

SUPERVISING ACCOUNTS EXAMINER

ANNUAL \$77,796	SALARY	APPLICATION CLOSING	EXAM
SALARY: \$101,121	GROUP: AR 29	DATE: MAY 31, 2012	NO 121062OCMB

PURPOSE OF CLASS: In a State agency, this class is accountable for supervising an accounts examination unit or function.

MINIMUM QUALIFICATIONS REQUIRED

IN ORDER TO BE CONSIDERED FOR THIS EXAMINATION, YOU MUST INDICATE ON YOUR APPLICATION THAT YOU HAVE THE FOLLOWING EXPERIENCE AND TRAINING BY MAY 31, 2012:

GENERAL EXPERIENCE: Eight years' experience in accounting or auditing.

SPECIAL EXPERIENCE: One year of the General Experience must have been performing the most complex accounting function or acting in a lead or consultative capacity at or above the level of Associate Accountant or Associate Accounts Examiner.

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

SPECIAL REQUIREMENT: Incumbents in this class may be required to travel.

KNOWLEDGE, SKILLS AND ABILITIES (KSA's): Considerable knowledge of relevant agency policies and procedures; considerable knowledge of and ability to apply relevant State and federal laws, statutes, and regulations; considerable knowledge of professional accounting and auditing principles and practices; considerable knowledge of governmental and commercial accounting; considerable interpersonal skills; considerable oral and written communication skills; considerable ability to analyze and evaluate accounting procedures; considerable ability to analyze financial records, documents, and reports; ability to prepare comprehensive reports; supervisory ability.

THE EXAMINATION WILL BE COMPOSED OF:	<u>PART</u>	<u>WEIGHT</u>
(Exam questions will cover KSA's listed above.)	WRITTEN	100%

THE EXAMINATION WILL BE HELD ON: TUESDAY, JULY 24, 2012.

(Applicants admitted to take the Supervising Accountant and/or Supervising Accounts Examiner examinations will only need to attend one examination session. You must apply for each examination separately if you wish to be considered for jobs in both titles. Reserve the day as the exam may be scheduled in the morning or afternoon.)

APPLICATION PROCEDURE: In order to be considered for admittance into this examination, you must complete all parts of the examination application (CT-HR-12) detailing how you meet the minimum experience and training requirements stated above. Make certain your application form clearly details your employment history, including job titles, dates of employment and actual job duties as well as college degrees earned and current licenses and certifications. Mail applications to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, Connecticut 06106-1658 (**Secure Fax #860-622-2875**). If faxing materials, keep a copy of your completed application form and the fax transmittal receipt for your records. Make certain that your application form is complete and transmitted correctly and without error. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted. Due to the large number of applications received, we cannot confirm receipt of applications. Applications must be date stamped by DAS/Human Resources or postmarked by May 31, 2012. **A separate application form must be submitted for each exam you are applying for.**

FORMS: Application forms (CT-HR-12) and exam announcements are available from the Department of Administrative Services (<http://das.ct.gov/employment>) or at the Offices of the Connecticut State Job Centers.

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, persons with disabilities and military veterans.