

Teachers' Retirement Board
JOB OPPORTUNITY
Accounting Manager

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: 35332
Hours: Full Time, 40 hours/week
Salary: MP64 \$83,464 – \$113,809 annually
Closing Date: March 18, 2015

Eligibility Requirement: Candidates must have applied for and passed the Accounting Manager 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:

- Fiscal administration of employee benefits;
- Internal Revenue Service and CT Dept. of Revenue Services pension and income tax withholding reporting requirements;
- CORE-CT (PeopleSoft/Oracle) procurement and financial modules and developing ERP reports;
- Intermediate or advance level of experience with Microsoft Excel, Access, Word and Outlook;
- Developing and preparing requests for proposals and bidding documents;
- State, municipal and federal accounting, budgeting, reporting and auditing processes;
- Ability to work on multiple projects simultaneously
- Demonstrates high level of integrity and dependability with a strong sense of urgency and results-orientation

Examples of Duties: Directs staff and operations of a large accounting unit; coordinates, plans, and manages unit activities; plans and implements policies and procedures for accounting and/or auditing activities and staff; monitors and reviews activities and evaluates staff; consults with individuals both within and outside unit regarding accounting and fiscal practices and problems; prepares and reviews financial and managerial reports; consults with EDP experts in planning and implementation of financial aspects of EDP systems; utilizes EDP systems for financial analysis; performs related duties as required.

Knowledge, Skills and Abilities: 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 accounting and budgeting principles; knowledge of and ability to apply management principles and techniques; considerable interpersonal skills; considerable oral and written communication skills; considerable ability to devise, implement and evaluate accounting procedures and systems; ability to utilize EDP systems for financial management.

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: AcctMgr 35332 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.