



CONTINUOUS RECRUITMENT STATEWIDE PROMOTIONAL EXAMINATION

ASSISTANT ACCOUNTANT

**ANNUAL \$51,061
SALARY: \$64,973**

**SALARY
GROUP: AR 19**

**APPLICATION CLOSING
DATE: SEE BELOW**

**EXAM
NO: 070850SCMB**

(REISSUED WITH TEST DATE FOR 2013)

PURPOSE OF CLASS: In a state agency this class is accountable for performing a combination of a full range of basic professional and highly complex clerical work in accounting or financial examination work.

MINIMUM QUALIFICATIONS REQUIRED

THIS PROMOTIONAL EXAMINATION IS OPEN TO ANY CURRENT STATE EMPLOYEE WHO HAS PERMANENT STATUS IN THE CLASSIFIED SERVICE*, SIX MONTHS STATE SERVICE, AND THE FOLLOWING EXPERIENCE AND TRAINING BY THE CLOSING DATE:

GENERAL EXPERIENCE: Four 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.

SUBSTITUTIONS ALLOWED: (1) College training may be substituted for the General Experience on the basis of fifteen semester hours equaling one-half year of experience to a maximum of two years. (2) One year as a Pre-Professional Trainee in an accounting class may be substituted for the General Experience.

KNOWLEDGE, SKILLS AND ABILITIES (KSA's): 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.

THE EXAMINATION WILL BE COMPOSED OF:
(Exam questions will cover KSA's listed above.)

**PART
WRITTEN**

**WEIGHT
100%**

APPLICATION CLOSING AND TEST DATES: 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. Applications must be date stamped by DAS/Human Resources or postmarked by **SEPTEMBER 9, 2013 for the OCTOBER 29, 2013 test date. (Reserve the day as the exam may be scheduled in the morning or afternoon.)** Mail applications to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, Connecticut 06106-1658 (**Secure Fax #860-622-2840**). If faxing materials, keep a copy of your completed application form and the fax transmittal receipt for your records. Keep a copy of your completed application package and fax transmittal receipt for your records. Make certain that your application form is complete and transmitted correctly and without error. Due to the large number of applications received, we cannot confirm receipt of applications. Applicants must meet the experience and training requirements by the closing date for the exam administration they are applying for. **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>) and at State agencies.

**Employees in the unclassified service may be eligible to participate in the promotional exams if they have previous continuous permanent status in the classified service and have current status as a state employee*

(revised April 25, 2013)

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.