

DEPARTMENT OF SOCIAL SERVICES

ACCOUNTING CAREERS TRAINEE  
Financial Services Division

Posting Date: January 26, 2015

Closing Date: January 30, 2015

The Department of Social Services is currently accepting applications for one (1) Accounting Careers Trainee position with a target classification to the position of Accountant, within the Financial Services Division of DSS, located our Hartford Central Office.

**Open To:** The Public and State Employees  
**Position:** Accounting Careers Trainee  
**Bargaining Unit:** Administrative and Residual (P-5)  
**Location:** 55 Farmington Avenue, Hartford, CT  
**Job Posting No:** 110637  
**Hours:** Monday through Friday, 40 hours per week  
**Salary Range:** \$44,654.00 - \$57,637.00 Annually

**NOTE:** Preference will be given to candidates with knowledge in professional accounting principles and practices, including governmental accounting, budgeting and federal reporting; knowledge using Microsoft Excel for financial reporting; considerable knowledge and experience obtaining electronic financial information from data bases or accounting systems for use in financial reporting; ability to analyze and evaluate financial records, methods and procedures; ability to devise/install accounting procedures and systems; considerable ability to build working relationships with managers, supervisors and co-workers; demonstrated reliability and time management skills; ability to work independently.

**PURPOSE OF CLASS:** In a state agency this class is accountable for mastering the skills necessary to satisfactorily complete the training program for a professional accounting position.

**SUPERVISION RECEIVED:** Works under the immediate and close supervision of accountants or similar professional employees to whom on-the-job training or supervision has been delegated.

**EXAMPLE OF DUTIES:** Receives training in introductory accounting work for development of skills and knowledge in order to qualify for advancement into a professional agency accounting position; performs a variety of increasingly difficult duties as skills are acquired during course of training period; reviews financial records of governmental agencies and accounting methods and procedures to assure compliance with statutes, regulations, guidelines or accepted accounting principles; may receive training in such areas as maintaining financial records and accounts, establishing financial statements and schedules and preparing budget estimates; performs related duties as required.

This position within DSS will be responsible for the review and development of Federal reporting requirements for the Department's federal CMS 37 and 64 reports, and other duties related to Medicaid reporting as needed. Additionally this position will be supporting revenue enhancement activities. Specific duties may include tracking of various internal and external claimable expenditures. Tasks will be assigned to support the division's federal reporting requirements for the Money Follows the Person including duties which may include the preparation of financial reports.

**MINIMUM QUALIFICATIONS REQUIRED**

**KNOWLEDGE, SKILL AND ABILITY:** Knowledge of accounting and auditing principles and practices; knowledge of business mathematics and statistics; some knowledge of business uses of data processing; some knowledge of effective report writing; ability to read and understand written materials.

**EXPERIENCE AND TRAINING:** Possession of a Bachelor's Degree in accounting or in a closely related business field with at least fifteen (15) semester hours in accounting.

**PROMOTION:** Incumbents in this class are eligible for promotion without further competitive examination after the completion of a prescribed period of satisfactory service in their designated occupational specialty if they have permanent status and at least six (6) months of service in the promoting agency.

**TERM OF APPOINTMENT:** Appointment to positions in this class shall be for a period not to exceed twenty-four (24) months unless there is a change in the employing agency or designated target class.

**SCHEDULE OF STARTING SALARIES  
FOR  
ACCOUNTING CAREERS TRAINEE**

Minimum Requirements	Hiring Rate	Completion of One (1) Year of Training
Bachelor's degree with 15 semester hours in accounting	Step 3	Step 5
Bachelor's degree with 30 semester hours in accounting	Step 5	Step 7
Master's degree in a related field and 15 credits in accounting	Step 5	Step 7
Master's degree in a related field and 30 semester hours in accounting	Step 6	Step 7

**Note:** This position may be filled by candidates from mandatory Re-employment and SEBAC lists, which we are obligated to use.

**APPLICATION PROCEDURE:** Candidates who meet the above requirements should forward a completed State of Connecticut Application for Examination or Employment (CT-HR-12), cover letter and three (3) supervisory references as well as a copy of their **college transcript(s)**. The CT-HR-12 Application Form may be downloaded from the State of Connecticut's Department of Administrative Services Human Resources website at: [www.das.state.ct.us/exam/default.asp#APPLICATION FORMS](http://www.das.state.ct.us/exam/default.asp#APPLICATION FORMS). State employees must submit their two (2) most recent Performance Appraisals in lieu of references. Please **mail** your completed package **in duplicate** to:

**Kelly Geary, Principal Human Resources Specialist  
Department of Social Services  
5<sup>th</sup> Floor, Human Resources Division  
55 Farmington Avenue  
Hartford, CT 06105**

**Due to the large number of applications received, we are unable to field phone inquiries to confirm receipt of applications.**

**APPLICATIONS MUST BE POSTMARKED ON OR BEFORE JANUARY 30, 2015**

**~PLEASE BE ADVISED THAT HAND-DELIVERED APPLICATIONS WILL NOT BE ACCEPTED~**

**~TWO (2) COMPLETE SETS OF ALL APPLICATION MATERIALS MUST BE SUBMITTED~**

**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.