

DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT  
JOB OPPORTUNITY  
JOB TITLE: Accounting Careers Trainee (Target Class: Accounts Examiner)

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

**Open To:** The Public  
**Location:** 505 Hudson Street, Hartford, CT  
**Job Posting No:** 0112656  
**Hours:** 40 hours per week – 1<sup>st</sup> shift Monday through Friday  
**Salary Range:** \$45,994 - \$59,367 (AR 15)  
**Closing Date:** February 8, 2016

The Department of Economic and Community Development's Office of Financial Review, is currently accepting applications for an Accounting Careers Trainee with the target class of Accounts Examiner.

**EXAMPLES OF DUTIES:**

Reporting to the Supervising Accounts Examiner he/she: receives training in auditing work for development of skills and knowledge to qualify for advancement into a professional agency auditing position; performs a variety of increasingly difficult duties as skills are acquired during course of training period; examines financial records of governmental or private businesses 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.

**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.

**PREFERRED EXPERIENCE:** In addition to the above requirements, the preferred candidate will have:

1. Demonstrated analytical skills.
2. Knowledge of PeopleSoft software and/or the State's Core-CT system
3. Strong Microsoft Access and Excel experience
4. Demonstrated written/verbal communication skills

**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. If a candidate has a Master's Degree which is an allowed substitution for the target classification, the training program may be reduced by one (1) year.

**PROMOTION:** Incumbents in this class will be 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. Incumbents in this class who meet the minimum qualifications of the target class before the end of the training program must take and pass a competitive examination for the target class in order to be considered for promotion.

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

**Application Instructions:** Candidates who meet the above requirements must submit a cover letter, resume, Application for Employment ([http://das.ct.gov/HR/Forms/CT-HR-12\\_Application.pdf](http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf)), college transcript(s), and two professional letters of reference (State Employees: Last two service ratings in lieu of reference letters and last two calendar years of attendance) to:

Irena Baj Wright  
Department of Administrative Services/SmART Human Resources  
165 Capitol Avenue  
Hartford, CT 06106

FAX: (860) 622-2843 or EMAIL: [irena.baj-wright@ct.gov](mailto:irena.baj-wright@ct.gov)

**APPLICANTS MUST NOTE THE JOB POSTING NO. 0112656 ON THE APPLICATION. INCOMPLETE APPLICATION PACKAGES AND THOSE RECEIVED AFTER 2/8/16 WILL NOT BE CONSIDERED. WE WILL NOT 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.