

Office of Policy and Management
JOB OPPORTUNITY
Accounting Careers Trainee – Target class of Accounts Examiner
Intergovernmental Policy

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

Open To: The Public, State Employees
Location: 450 Capitol Avenue, Hartford, CT 06106
Job Posting No: 102802
Hours: 8:00 a.m. to 5:00 p.m. (40 hours per week)
Salary: Accounting Careers Trainee – AR 15-3 (\$45,126)
Closing Date: Must be received in this office by close of business (5:00 p.m.) September 7, 2012

The Accounting Careers Trainee in the Intergovernmental Policy Division will be required to review the audit reports of nonprofit organizations and other entities to ensure that the reports have been prepared in accordance with applicable auditing and accounting standards, including the requirements of the State Single Audit Act. In addition, audit findings affecting state financial assistance that are disclosed in audit reports shall be documented and reported to applicable state grantor agencies. The Accounting Career Trainee shall ensure that corrective action plans have been submitted, that deficiencies identified in the review of the audits have been corrected, and that audit reports have been filed in a timely manner including required filings related to extension requests and appointment of auditor notifications.

The Trainee shall perform other duties including but not limited to the compilation and input of data from adopted budgets of municipalities and local governments into the Municipal Budget database; the compilation and input of financial related data into the Municipal Fiscal Indicators database; and other functions related to audit, budget, and other financial information submitted.

Eligibility Requirement: Candidates interested in applying for the Accounting Careers Trainee job shall possess a Bachelor's degree in accounting or a closely related business field with at least 15 semester hours in accounting.

Candidates with Bachelor's degree with 30 semester hours in accounting or a Master's degree in a related field and having 15 credits in accounting or a Master's degree in a related field and 30 semester hours in accounting may also apply. The hiring salary rate will be slightly higher for those who possess 30 semester hours in Accounting with a Bachelor's degree and also those with a Master's degree with 15 semester hours or 30 semester hours of Accounting.

Upon successful completion of Accounting Careers Trainee for a two year period, the candidate will be promoted to the target class of Accounts Examiner (AR -23).

Knowledge, Skills and Abilities: Candidates with accounting knowledge and auditing principles, knowledge of business mathematics and statistics and knowledge of business uses of data processing and some knowledge of report writing and ability to read and interpret written materials.

Please submit the transcripts (unofficial) to substantiate that you meet minimum of 15 semester hours in accounting. Without the transcript accompanying your application, your application will be considered disqualified.

If selected for the interview, you will be required to produce the official transcript.

Note: The filling of 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 an Application for Employment (CT-HR-12), resume and transcripts to:

Office of Policy and Management
450 Capitol Avenue
Human Resources – MS 55ADM
Hartford, CT 06106

The application is available online at <http://das.ct.gov/cr1.aspx?page=13#APPLICATION>

Please do not include your Social Security Number on the application.

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.