



Department of ADMINISTRATIVE SERVICES Job Postings



**OFFICE OF THE TREASURER
JOB OPPORTUNITY
ACCOUNTING CAREERS TRAINEE
(TARGET CLASS: ACCOUNTANT)
UNCLAIMED PROPERTY DIVISION**

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

Open To: The Public
Location: 55 Elm Street, Hartford, CT
Job Posting No: **00424ACT**
Hours: Full Time, 40 hours/week
Salary: AR15 \$45,994 - \$59,367 annually (dependent on hiring rates as indicated in job description)
(Target Class: Accountant: AR23 starting \$66,213)
Closing Date: September 22, 2017

Eligibility Requirement: Candidates must meet the Experience and Training requirements listed below. The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable

The Unclaimed Property Division within the Office of the State Treasurer is recruiting for an Accounting Careers Trainee. The length of the training program is two (2) years. If a candidate has a Master's Degree in Accounting or in a closely related business field with at least 15 semester hours in accounting, which is an allowed substitution for the target classification the training program may be reduced by one (1) year. Incumbents in this class will be eligible for promotion to the target class of Accountant without further competitive examination after successful completion of the two (2) year training program.

Knowledge, Skills and Abilities: Knowledge of accounting and auditing principles and practices; knowledge of business mathematics and statistics; some knowledge of business uses of information technology; some knowledge of effective report writing; ability to read and understand written materials; ability to utilize computer software.

Experience and Training: Possession of a Bachelor's degree in accounting or in a closely related business field with at least 15 semester hours in accounting.

Note: For more information regarding training program, salary, and promotion to target class, please refer to the job description for [Accounting Careers Trainee](#).

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and an Application for Employment [CT-HR-12](#) to:

**Office of the Treasurer
55 Elm Street
Hartford CT 06106
Attn: Ted Janiszewski, Principal Human Resources Specialist
Confidential Fax: (860) 706-1387 or
Email to OTT.Recruiting@ct.gov**

Subject line MUST include: Accounting Careers Trainee #00424 and your last name.

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.

If you are requesting special accommodations under the provisions of the Americans with Disabilities Act (ADA) please contact Ted Janiszewski at (860)702-3144 or Theodore.janiszewski@ct.gov