State of Connecticut
JOB POSTING

AUDITORS OF PUBLIC ACCOUNTS
JOB OPPORTUNITY
AUDITOR I

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

Open To: The Public
Location: 20 Trinity Street, Hartford, CT 06106
Salary: Commensurate with training and experience (minimum of $57,112; maximum of $76,033)
Closing Date: August 25, 2014

The Auditors of Public Accounts is seeking to fill an Auditor I position on its auditing staff. Starting salary is dependent on experience and qualifications, and includes a standard state benefits package.

Summary of Position:

This class is responsible for assisting in auditing the records and accounts of state agencies, quasi-public agencies or state-supported institutions. An Auditor I works under the immediate supervision of an auditor of higher grade who reviews work for effectiveness and conformance with policy.

Examples of Duties:

Assists in the execution of an audit plan for conducting a financial, compliance or performance audit of state agencies or programs, quasi-public agencies or state-supported institutions in accordance with generally accepted auditing standards; assists in the documenting and testing of the audited agency's internal control system and reviewing compliance with state or federal laws and regulations; assists in the review of financial statements for conformance with generally accepted accounting principles; does related work as required.

MINIMUM REQUIREMENTS

Preferred Skills and Ability:

Knowledge of auditing principles and practices; some knowledge of commercial accounting practices and procedures; some knowledge of governmental accounting, budgeting, and financial reporting; considerable skill in performing mathematical computations; considerable skill in the operation of personal computers and Microsoft Office related software; some ability to prepare written reports; ability to read and understand laws, regulations and contracts; ability to establish and maintain effective working relationships with supervisors, associates and the public.

Training and Experience:

Possession of a Bachelor's degree with a major in accounting or related business field with at least 18 semester hours credit in accounting and auditing courses and at least one (1) year of employment in technical accounting or auditing work is required. Candidates who have also completed a Master's Degree in accounting or a Master's Degree in Public Administration or who are Certified Public Accountants (CPA) will be given strong preference. Advanced skill in Excel is preferred.

Substitutions Allowed:

One (1) year of experience as a Legislative Audit Trainee or Connecticut Careers Trainee in accounting or auditing may be substituted for the technical experience.

Application Instructions:

Send résumé, cover letter detailing how you meet the minimum requirements; include your undergraduate and graduate degree transcripts (unofficial are acceptable) and three references by e-mail to apaposition@cga.ct.gov. If mail is necessary, please send to: Auditors of Public Accounts, State Capitol, 210 Capitol Avenue, Hartford, CT 06106 Attn: APA position. **Response Date: No later than August 25, 2014.**

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