



CONNECTICUT STATE COLLEGES & UNIVERSITIES JOB OPPORTUNITY

CSCU Finance Administrator Trainee

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| Open To: | The Public |
| Location: | CSCU System Office, 61 Woodland Street, Hartford, CT |
| Hours: | Full-Time; 35 hours per week |
| Compensation: | \$34,232 - \$48,772 |
| Classification: | SUOAF – Administrator 1 Trainee |
| Closing Date: | November 9, 2018. |

The Connecticut State College & University (CSCU) System Office invites candidates who have entry-level background in public sector finance and accounting operations including experience in implementing accounting policies and procedures, financial reporting, audits, and compliance.

Position Summary:

As a trainee, the incumbent will receive formal and/or on-the-job instruction and training designed to provide the necessary knowledge and skills to qualify for appointment to an administrative position of higher rank within the State University Organization of Administrative Faculty bargaining unit.

Supervisor:

The incumbent will work under the immediate supervision of the Director of Finance & Accounting of the CSCU Finance Division who will coordinate and implement the on-the-job training assignments.

Position Responsibilities:

The incumbent receives formal and/or on-the-job instruction and training in introductory accounting functions and financial reporting, finance support and oversight, system functions and processes; Performs a variety of increasingly difficult duties as skills are acquired during the course of the training program including:

- Performing general accounting functions and duties including analysis, reconciliations, and corrections of various financial accounts and reports
- Reconciliation and maintenance of payroll expenditure
- Assists in the preparation of financial reports such as IPEDS and STIF

- Assists in the compilation of data and the preparation of reconciliation, reports, statements, studies, and analysis for internal and external entities, such as external auditors, Auditors of Public Accounts (APA), and the Office of the State Comptroller (OSC).
- Participates in the year-end fixed asset reconciliation including review and update of records
- Provides assistance with financial systems maintenance and testing
- Provides support to various finance processes such as check writing, Purchase Card program, Escheatment, 1099 vendor tax reporting, 1098T process, accounts receivable billing functions, unclaimed Title IV

Education and Experience Requirements:

Knowledge, Skill and Ability: Evidence of basic aptitudes, motivation, interest and ability, sufficient to provide a reasonable foundation for acquiring the knowledge and skills required for a designated administrative classification; ability to read, interpret and understand written material; ability to use language effectively and properly; learning and reasoning ability.

Experience and Training: Associate Degree in Accounting, Business, or similar major. Bachelor’s Degree in Accounting or related field preferred. A combination of education and work-related experience may be acceptable; or four years’ employment in a community college or university finance department and a commitment to engage in a course of study as agreed with the appropriate manager prior to appointment to this class.

Application Procedure:

Applications must be submitted electronically to jobs@ct.edu. Please reference “**Search #18-16**” on the subject line of all emails. Please submit the following two (2) attachments with your email:

(1) CSCU Employment Application (available at <http://www.ct.edu/files/pdfs/Employment-Application.pdf>) AND

(2) Cover letter, resume, and contact information for three professional references in a single Word or PDF file.

Applications must be received by November 9, 2018. Incomplete application packages may be discarded.

Refer to www.ct.edu for more information about the CSCU and our 17 institutions.

Notice of Nondiscrimination:

The Connecticut State Colleges and University System does not discriminate on the basis of race, color, religious creed, age, gender, gender identity or expression, national origin, marital status, ancestry, present or past history of intellectual disability, learning disability or physical disability, veteran status, sexual orientation, transgender status, genetic information or criminal record. The following person has been designated to handle inquiries regarding the non-discrimination policies: Leah Glende, Manager of Diversity and Inclusion, 61 Woodland Street, Hartford, CT 06105, (860)723-0727 or by email at glendel@ct.edu.

CSCU is an Affirmative Action/Equal Opportunity Employer and strongly encourages the applications of women, minorities, persons with disabilities, and veterans.