

**OFFICE OF THE TREASURER
Pension Funds Management Division
JOB TITLE: Pension Fund Accountant**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE END OF THE DOCUMENT!

Open To: The Public
Location: 55 Elm Street, Hartford, CT 06106
Job Posting No: 11208
Hours: 8 AM to 5:00 PM (1st shift)
Salary: \$77,820
Closing Date: December 19, 2014

Examples of Duties:

Monitors, analyzes and interprets internally developed data on investment transactions pertaining to a particular retirement fund contribution and income generated from a particular retirement fund against reports from the master custodian bank; provides assurance that the pension assets are safeguarded; prepares relevant financial reports; monitors account reconciliations between portfolio managers and master custodian bank; audits and reconciles all financial data generated from the master custodian bank; verifies that the master custodian bank system and internal system are reliable and working properly; performs related duties as required.

Knowledge, Skills and Abilities:

Knowledge of investment accounting (cash and accrual basis); knowledge of accounting procedures used to calculate interest in mutual investment funds; knowledge of accounting principles pertinent to different asset classes; ability to understand master custodian accounting systems; considerable skill in using computer hardware and software (advanced Excel skills) to develop financial statements and reports; written and oral communication skills; interpersonal skills.

General Experience:

Seven (7) years of experience in investment accounting for a brokerage firm or financial institution.

Substitution Allowed:

1. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience up to a maximum of four (4) years for a Bachelor's degree. A Bachelor's degree in Accounting is preferred.
2. A Master's degree in business administration or a related field may be substituted for one (1) additional year of the General Experience.

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 a cover letter, resume, two (2) professional letters of reference, and an [Application for Employment \(CT-HR-12\)](#) with job posting number included to:

**OFFICE OF THE TREASURER
55 ELM STREET
HARTFORD, CT 06106
Attn: Theodore Janiszewski, Principal HR Specialist
Theodore.janiszewski@ct.gov
Fax: (860) 702-3003**

Applications will be accepted by mail, fax or email. Late or incomplete applications will not be considered.

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.