

Professional Accounting & Auditing Careers

The State of Wisconsin offers:

- Excellent Opportunities for Diversified and Challenging Assignments
- Professional Growth
- Advancement
- On-the-Job Training

Competitive Salary

The starting salary is between \$35,880 and \$59,196 per year depending on qualifications.

*Starting salaries vary depending on the actual title of the position and the qualifications of the individual.

Great Benefits

Paid Time-Off Each Year

- Vacation
- Personal Leave
- Holidays

Sick Leave

Flexible Work Schedules

Excellent Insurance Plans

- Health
- Income Continuation
- Life Insurance
- Dental

Generous Retirement Plan & Deferred Compensation

How To Apply

- To be included in the eligibility pool for current and future vacancies, you must complete the application materials beginning on page 3 and send them to the Office of State Employment Relations. The examination materials are designed to inventory and assess your relevant education, training and experience as they relate to the needs of State accounting and auditing positions. Application materials are evaluated weekly and the names of eligible candidates are referred to State agencies.
- Upon receipt of your completed materials, they will be evaluated to determine whether your education, training and experience meet the minimum qualifications. Once the determination is made, the results of that evaluation will be mailed to you. The results will indicate that you are either "Eligible" or "Not Eligible" which is based on whether or not you have met the minimum of a four-year degree in accounting or an equivalent combination of education and professional work experience.
- The names of eligible applicants will be added to the entry-level accounting/auditing database. State agencies use this database of candidates to fill their vacancies. When an agency has a vacancy, they request a list of candidates from the database and then will contact you to schedule an interview.
- A status of "Eligible" remains active for 6 months. At the end of 6 months, you must either reapply or re-use your exam score. Reuse your exam score by clicking the "reuse" button in your job cart in Wisc.Jobs. If you do not have an on-line job cart set up in Wisc.Jobs, you may also request to re-use your exam score by submitting a completed Application for State Employment with the "Score Reuse" box checked. You are able to extend your eligible status for another 6 months. If you are "Not Eligible" you may reapply at anytime.
- If your circumstances change and you are no longer interested in being contacted for State jobs, please notify us so that we can maintain an accurate and current database of interested candidates.

Once you have completed the application materials, please send them along with:

- The [State of Wisconsin Employment Application](#)

AND

- A copy of your current resume and transcripts (unofficial version acceptable) to:

State of Wisconsin
DPM/ELPA
PO Box 7855
Madison WI 53707-7855
megan.crary@wisconsin.gov

If you have specific questions about filling out the packet you may contact:

Megan Crary
Human Resources Consultant
608-266-2705
EMAIL: megan.crary@wisconsin.gov

PLEASE TURN TO THE APPLICATION MATERIALS ON PAGE 3

EMPLOYMENT PREFERENCES & CERTIFYING STATEMENT

EMPLOYMENT PREFERENCES

- 1) Please check which position(s) you are interested in working in: Accountant Auditor
- 2) Please indicate if you are willing to travel overnight at least 25% of the time: Yes No

CERTIFYING STATEMENT

WISCONSIN ADMINISTRATIVE CODE:

ER-MRS 6.10. . . the Administrator may refuse to. . . certify. . . or remove an applicant from a certification. . .

- (5) who has made a false statement of any material fact in any part of the selection process;
- (7) who practices, or attempts to practice, any deception or fraud in application, certification, examination, or in securing eligibility or appointment;. . .
- (10) who has in any manner gained access to special or secret information regarding the content of an examination.

WISCONSIN STATUTES:

Section 230.43 Misdemeanors; how punished. (1) Obstruction or Falsification of examinations. Any person. . . (c) who willfully or corruptly makes any false representations concerning the same [examination]. . . (e) . . . shall for each offense be guilty of a misdemeanor.

(3) Penalty. Misdemeanors under this section are punishable by a fine of not less than \$50, nor more than \$1,000, or by imprisonment for not more than one year or both.

CERTIFICATION

I certify that I have read and acknowledge that I understand the preceding excerpts from the Wisconsin Administrative Code, ER-MRS 6.10, and Wisconsin Statutes, sec. 230.43 which relate to (1) security of examination information, and (2) falsification of information in any part of the selection process; and I certify that my responses about my academic preparation are true to the best of my recollection; that I can document any academic preparation that I claim.

Name (PRINT)	
Signature	Date Signed

TURN TO PAGE 4 TO COMPLETE THE ACCOUNTANT & AUDITOR INVENTORY

ACCOUNTANT & AUDITOR INVENTORY

If you have completed or are in the process of completing (within 9 months) a four-year or advanced degree with a major in Accounting from an accredited College/University, please complete the following:

Undergraduate Graduate/ Master of Professional Accountancy

Month/Year of Graduation: _____

Degree and Major: _____

College/University: _____

*If your background does not include the above, you will need to return to the “How to Apply” section at the webpage and complete exam option two.

REMEMBER TO COMPLETE AND SEND THE APPLICATION FOR STATE EMPLOYMENT, THE EMPLOYMENT PREFERENCES & CERTIFYING STATEMENT, THE ACCOUNTANT & AUDITOR INVENTORY, TRANSCRIPTS AND A COPY OF YOUR CURRENT RESUME, TO THE DIVISION OF PERSONNEL MANAGEMENT.

