

State of Connecticut
JOB POSTING

**EMPLOYMENT OPPORTUNITY
DEPARTMENT OF DEVELOPMENTAL SERVICES
Associate Accounts Examiner**

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

Open To: Current State Employees (See Eligibility Requirements*)
Location: Hartford (travel throughout Connecticut is required)
Hours: Full Time (80 hours per pay period)
Monday - Friday 8:30 to 5:00 (though periodic schedule adjustments may be required)
Salary: \$69,891 to \$89,888 annually
Closing Date: December 12, 2010

Examples of Duties: This position is assigned to the central office of the Department of Developmental Services and will report to the DDS Director of Rate Setting, Billing and Audit Services. The position will be involved in audits of many aspects of DDS operations which can include the public operations and private operations. The position will liaison with various levels of management, both within DDS Central Office and Regional offices, and at provider agencies. The position will be involved in conducting audits; participating in exit meetings and participating in various other DDS meeting as applicable.

General Knowledge: The successful candidate for this position must have considerable knowledge of professional accounting and auditing principles and practices; considerable knowledge of governmental and commercial accounting; interpersonal skills; oral and written communication skills; considerable ability to analyze financial records, documents, and reports; ability to prepare reports including narrative and statistical sections; some supervisory ability. Documented professional experience in conducting and managing forensic audits is strongly preferred.

Special Requirements:

1. Must be able to travel throughout Connecticut.
2. Must be able to make periodic schedule adjustments based on organizational needs.

Eligibility Requirements: **Candidates must have applied for and passed the Associate Accounts Examiner exam and be on the current certification list promulgated by the Department of Administrative Services for the classification of Associate Accounts Examiner. State employees currently holding the above title or those who have previously attained permanent status in the class may apply for lateral transfer.**

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, and a completed Application for Examination or Employment (CT-HR-12) to:

**Department of Developmental Services -Central Office
460 Capitol Avenue, Hartford, CT 06106
Attn: G. Scott Bell
Tel. (860) 418-6153; FAX (860) 418-6004
email gordon.bell@ct.gov**

Please reference PC# 00097125

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.