



DEPARTMENT OF DEVELOPMENTAL SERVICES
CENTRAL OFFICE
JOB OPPORTUNITY
ASSOCIATE ACCOUNTS EXAMINER

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

Open To: Candidates on current exam list and lateral transfers

Location: 460 Capitol Ave., Hartford

Job Posting No: 15424

Hours: 40 hours/week – Monday - Friday (1st shift)

Salary: \$71,988* – \$92,585 (AR-26) *employees new to state service start at bottom of range
\$74,148* – \$95,363 (AR-26) pay range as of 7/1/14

Closing Date: June 23, 2014

Eligibility Requirement:

Candidates must have passed the **Associate Accounts Examiner** exam and be on the current certification list promulgated by the Department of Administrative Services for this classifications. State employees currently holding the title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

Examples of Duties:

Will lead one account examiner and be responsible for external auditing unit at DDS. Will conduct reviews and audits of DDS Private Providers to ensure contracted services are being delivered and the cost are proper and in compliance with the Home & Community Based Services Waiver and POS contract cost standards. Private Provider audits will entail the examination of consumer attendance records, fiscal expenditures and supporting documentation for reasonableness, accuracy, and validity. The position will review consumer fund complaints reported to the Agency to ensure that monies and or personal property are used for the benefit of the consumer and that the consumer's assets are safeguarded against theft and or misuse. Consumer Fund reviews entail review supporting documentation for reasonableness, accuracy, & validity. Will analyze and compare data to determine appropriate recommendation and/or action. The position will perform or supervise the review of related party transactions in support of DDS ethics reviews. The position is responsible for preparing Findings and Summary Reports that includes narrative and statistical sections. Will provide assistance when necessary with other department audit areas such as internal fiscal and compliance auditing. Will perform related duties as required.

General Experience: Seven (7) years of experience in accounting or auditing.

Special Experience: One (1) year of the General Experience must have been at the professional level.

Note: Professional level accounting or auditing is interpreted as work performed as a professional Accountant, Auditor, or Accounts Examiner with responsibility for the exercise of independent analysis and judgment in the application of professional accounting principles and practices.

Special Requirement: May be required to travel.

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

Application Procedure for Current DDS Employees who are Lateral Transfer Candidates and Applicants for Promotion within the DSW Classification Series:

Interested and qualified candidates who meet the above requirements should submit a fully completed DDS Application for Lateral Transfer/Promotion and copies of their last two performance appraisals.

Application Procedure for All Other Applicants:

Interested and qualified candidates who meet the above requirements should submit a fully completed Application for Examination or Employment (CT-HR-12) located at www.das.state.ct.us/exam. Current State employees must also provide copies of their last two performance appraisals. Non-State employees must also provide 2 letters of reference.

All application materials must be received by 11:59 p.m. on the closing date indicated above.

Incomplete application materials will not be considered.

Send application materials to:

**Department of Developmental Services — Central Office
460 Capitol Avenue
Hartford, CT 06106**

Attn: Ms. Daimar Ramos

Email: DDS.CO.Recruiting@ct.gov Phone: 860-418-6121 Fax: 860-920-3045

Application materials can be mailed, faxed, or emailed.

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.