



DEPARTMENT OF DEVELOPMENTAL SERVICES
CENTRAL OFFICE
JOB OPPORTUNITY
ACCOUNTING CAREERS TRAINEE (TARGET CLASS ACCOUNTANT)

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

Open To: Candidates with a Bachelor's Degree in accounting or in a closely related business field with at least 15 semester hours in accounting.

Location: 460 Capitol Ave., Hartford

Job Posting No: 15451

Hours: 40 hours/week – Monday - Friday (First Shift)

Annual Salary: pay plan AR-15
Bachelor's degree with 15 semester hrs in accounting: \$46,480 (Step3) - 2nd year trainee salary \$49,607 (Step5)
Bachelor's degree with 30 semester hrs in accounting: \$49,607 (Step5) - 2nd year trainee salary \$52,745 (Step7)
Master's degree in a related field and 15 credits in accounting: \$49,607 (Step5) - 2nd year trainee salary \$52,745 (Step7)
Master's degree in a related field and 30 semester hrs in accounting: \$51,181 (Step6) - 2nd year trainee salary \$52,745 (Step7)
After completion of training program once promoted to target class of Accountant – pay plan AR-23 (\$62,411-\$80,682)

Closing Date: March 17, 2014

The Department of Developmental Services is currently recruiting for an **Accountant (to be under-filled at the Accounting Careers Trainee level)**. As an Accounting Careers Trainee will be accountable for mastering the skills necessary to satisfactorily complete the training program for the target class of Accountant.

Eligibility Requirement:

Candidates must have a Bachelor's degree in Accounting or in a closely related business field with at least 15 semester hours in accounting.

Examples of Duties:

Responsible for the development and maintenance of DDS Private Provider Medicaid billing rates (CLA, CTH, Day Programs) using data from the Providers Annual Financial Accounting Statements and Cost reports; responsible for TANF (Temp Assistance to Needy Families) and Respite Center Billing, setting up an Excel worksheet, validating client information via eCAMRIS and auditing and summarizing the days payable before submission to DAS for billing; responsible for Fiscal Intermediary Billing; responsible for assisting in the development of Agency Cost Allocation plan (this requires the running of various general ledger financial statements using both delivered CORE-CT general ledger reports (i.e. Flex Ledger, Trial Balance, Expenditure by object) and EPM (i.e. Journals Table data, Detail Pay data)); it requires the analyzing of accounting cost data from CORE-CT ledgers and journal sources and using the accounting data to establish cost pools and cost accounting allocation schedules using several allocation methodologies that will be used to establish both DDS Service Rates and Admin Recovery Rates; will serve as backup for the current Autism and ICF-MR Admin cost claiming process (this requires running general ledger and EPM reports by Fund, SID, DeptID, and program and to compute the allocation percentages for these cost based on DDS client data); will serve as backup for the Web-Res-Day Administrator duties; will enter and maintain Performing Provider data in eCAMRIS; will prepare various ad-hoc financial reports to facilitate the unit's functions such as reviewing billing revenue data from DAS and verifying it in CORE-CT's general ledger and Accounts Receivables (A/R) modules using delivered and EPM A/R reports; will perform related duties as required.

Knowledge, Skill & Ability: Knowledge of accounting and auditing principles and practices; knowledge of business mathematics and statistics; some knowledge of business uses of information technology; some knowledge of effective report writing; ability to read and understand written materials; ability to utilize computer software.

Preferred Skills & Experience:

- Effective oral and written communication skills
- Strong analytical skills
- Good Microsoft Office 2010 skills (Excel and Access)
- Strong organizational skills

Term of Appointment:

- For candidates with a Bachelor's Degree the length of training period is two (2) years.
- For candidates with a Master's Degree in accounting, the length of training period may be reduced to one (1) year.

Promotion: Incumbents in this class will be eligible for promotion to the target class of Accountant without further competitive examination after successful completion of the two (2) year training program.

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

Application Procedure:

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. Must also submit copies of college transcripts and proof of degree. 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 Right Fax: 860-920-3045

Application materials can be emailed, faxed, or mailed.

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.