



DEPARTMENT OF DEVELOPMENTAL SERVICES
CENTRAL OFFICE
JOB OPPORTUNITY
ASSOCIATE ACCOUNTANT

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 (Birth to Three Division)

Job Posting No: 15659

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 Accountant** 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:

The position is responsible for performing a variety of complex accounting and budgeting tasks concerning the federally-mandated Birth to Three Program, which has an annual budget of \$50 million to provide supports to families of children under 3 years of age with disabilities.

Specific duties include but are not limited to preparing financial accrual and expenditure reports; making complex fiscal projections; analyzing grantees' financial records for compliance, including conducting on-site reviews which may require travel, tracking corrections; preparing Birth to Three information for DDS's annual budget request and responding to requests for information from OPM, OFA and other external agencies; establishes and monitors processes for payments on invoices and collection of fees and reimbursements; administers fiscal aspects of the federal grant programs, including approximately 40 annual private contracts and federal funding received directly from the federal government and the State Dept. of Education; and preparing fiscal impact statements for any new legislation related to Birth to Three. Performs 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 level of Accountant, Auditor or Accounts Examiner with responsibility for the exercise of independent analysis and judgment in the application of professional accounting principles and practices.

Preferred Skills & Experience:

- Experience with Core financial modules including Procurement contracts, Purchasing, Accounts Payable, Accounts Receivable, Billing, G/L and Commitment Control, and EPM.
- Experience with federal Grant reporting.
- Strong skills in Microsoft Excel and Word and knowledge of PowerPoint for presentations.
- Strong oral and written communication skills
- Strong experience working collaboratively as a team member within a department's divisions and with other state agencies
- Knowledge of insurance and Medicaid billing
- Supervision of at least 2 staff members

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.