



Department of ADMINISTRATIVE SERVICES Job Postings



OFFICE OF THE STATE COMPTROLLER
JOB OPPORTUNITY
STATE COMPTROLLER DIVISION DIRECTOR
RETIREMENT SERVICES DIVISION

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

Open To: The Public
Location: 55 Elm Street, Hartford, CT 06106
Job Posting No: 95165
Hours: 40 hour (Full-Time)
Salary: MP 73 – 118,813.00 – 162,003.00 (Annually)
Closing Date: Thursday, August 3, 2017 by 5:00 p.m.

The Office of the State Comptroller is currently recruiting qualified candidates to fill the anticipated vacancy of a State Comptroller Division Director Position within the Retirement Services Division. This position is accountable for directing the programs and activities of a division with major statewide impact.

Eligible applicants who meet the minimum experience and training requirements as indicated below are encouraged to apply.

Duties and Responsibilities

The Retirement Services Division of the Office of the State Comptroller (the "Division") administers state pension plans serving more than 47,868 retirees, providing a comprehensive package of services including retirement counseling and administrative support to the Connecticut State Employees Retirement Commission. The Division manages information technology, accounting, investigatory, payroll, training, record-keeping, and compliance activities related to the state's complex retirement programs. The Division analyzes and implements statutory, collectively bargained, and federally mandated revisions to the pension plans within its jurisdiction. It plans, researches and develops new products based on retirement conditions and trends. The Division is in the process of finalizing the implementation of a new pension module which will provide updated technology and self-service benefits for the members of all of the retirement systems within the purview of the office. The position of Director of the Retirement Services Division is responsible for all aspects of the daily administration of the Division. The qualifications for a successful candidate must include:

Preferred Skills:

- **Advanced degree in accounting, finance, business administration, public administration or closely related field; Master's degree or Juris Doctorate preferred;**
- **A minimum of five (5) years experience in an executive level management position or in a position with responsibility in governance, management or administration of a retirement plan;**
- **Knowledge of accounting and financial management, investment policy, information technology, actuarial science, and statutory/regulatory compliance;**
- **Demonstrated effective leadership skills working with staff and external stakeholders;**
- **Strong communication skills, both orally and written;**
- **Experience working with key stakeholders including bargaining groups, actuaries, attorneys, legislators, media and other pension plan administrators;**
- **Experience in creating effective collaborative work environments within a customer service-oriented culture;**
- **Ability to understand complex financial data and actuarial reports;**
- **Experience in pension plan administration, including risk management; and**
- **Direct experience with formal strategic business planning, including goal setting and formal metrics.**

EXPERIENCE AND TRAINING:

General Experience:

Ten (10) years of experience in accounting, auditing, business administration with a major emphasis in an accounting area, the administration of employee pension plans or other benefit programs, or legal experience in the area of benefits administration.

Special Experience:

Three (3) years of the General Experience must have been in a managerial capacity.

Notes:

1. Managerial capacity is defined as formulating program goals and objectives, developing and implementing program procedures, initiating program policies, developing and monitoring the budget.
2. For state employees managerial capacity is defined at or above the level of Accounting Manager or State Comptroller Assistant Division Director.

Substitutions Allowed:

- College training in accounting or business administration may be substituted for the General Experience on the basis of fifteen (15) semester hours equalling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.
- A Master's degree in accounting or business administration may be substituted for one (1) additional year of the General Experience.
- Certification in any of the following may be substituted for one (1) additional year of the General Experience: Certified Public Accountant or Certified Internal Auditor.
- A law degree from an accredited school of law may be substituted for one (1) additional year of the General Experience.

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

Application instructions: eligible applicants who are interested and meet the above qualifications must submit a cover letter, resume, three (3) professional references and an Application for Examination or Employment (Form CT-HR-12 – available at: http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf) (Please indicate the job posting number on the application form). State of CT employees: please also include your previous two (2) performance evaluations and two years of attendance records no later than the closing date at the top of this announcement to:

**Grace Soares, Human Resources Associate
Office of the State Comptroller
Executive Office- Human Resources Unit
55 Elm Street, 2 Floors, Room 208
Hartford, CT 06106
Fax: 860-702-3324 – Email: OSC.HR@ct.gov**

INCOMPLETE APPLICATION PACKAGES AND THOSE RECEIVED AFTER THE CLOSING DATE INDICATED ABOVE
WILL NOT BE CONSIDERED.

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.

If you are requesting special accommodations under the provisions of the Americans with Disabilities Act (ADA) please contact Grace Soares at (860) 702-3322 or grace.soares@ct.gov