



Department of
ADMINISTRATIVE SERVICES
Job Postings



Department of Economic and Community Development
JOB OPPORTUNITY
ASSOCIATE ACCOUNTS EXAMINER (Internal Audit)

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

Open To: Candidates on the current examination list promulgated by DAS for class code 0946 or current State employees eligible for lateral transfer

Location: 505 Hudson Street, Hartford, CT 06106

Job Posting No: 11544

Hours: Full time, 40 hours per week—1st shift Monday-Friday

Salary: Grade AR-26: \$2,926.17 - \$3,763.38 bi-weekly (\$76,373-\$98,224 annual)

Closing Date: November 2, 2016—applications must be received no later than 5:00 PM

Eligibility Requirement: Candidates must be on the current examination list for class code 0946 or eligible to transfer. State employees currently holding the above title, or those who have previously attained permanent status as an Associate Accounts Examiner, are eligible to transfer.

General Information: Functioning as an Internal Auditor, the incumbent will assist with implementation of recommendations made by the Auditors of Public Accounts and federal government auditors, perform reviews of programs administered by DECD the Department of Housing, and recommend improvements for administering programs.

Required Knowledge, Skills and Ability:

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. **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 judgement in the application of professional accounting principles and practices.

Preferred Experience: In addition to the above requirements, the preferred candidate will have: at least one year experience working as an auditor; experience using CORE-CT modules including purchasing, accounts payable, accounts receivable and asset management; experience communicating with external auditors and responding to audit findings.

Examples of Duties: Refer to Examples of Duties listed on DAS Class Specification 0946, which can be viewed by accessing this link <http://das.ct.gov/HR/JobspecNew/JobDetail.asp?FCC=6990>. Performs highly complex and difficult examination work involving the financial records; determines priorities; establishes and maintains work unit procedures; provides staff training and assistance; acts as liaison with other operating units, agencies and outside officials regarding unit policies and procedures; examines complex and varied financial documents and data submitted; researches historical and/or other related data as needed; analyzes and compares data to determine appropriate status or action; determines compliance of documents or procedures with laws, regulations and any state or federal requirements; holds meetings with audit subjects; participates in conferences and hearings; may coordinate unit workflow.

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

Application Instructions: Interested and qualified applicants should submit a cover letter that describes their interest and suitability for the position, a resume, and an Application for Employment (Form CT-HR-12) to:

Joe Olender, Human Resources Specialist
Department of Administrative Services, Small Agency Resource Team—SmART Unit
165 Capitol Avenue, 5th Floor East, Hartford, Connecticut 06106

Confidential Fax (preferred method of submission): 860-622-2833

Materials may be attached to email and sent to Joseph.Olender@ct.gov

Applicants should identify Job Posting No. 11544 on their application. We will not confirm receipt of applications.

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.