

**JOB OPPORTUNITY
OFFICE OF THE COMMISSIONER
DEPARTMENT OF EDUCATION
DIRECTOR OF INTERNAL AUDIT**

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

Open To: The Public
Location: 165 Capitol Avenue, Hartford, CT 06106
Hours: 8:00 a.m. – 5:00 p.m.
File #: 00057984 – File #762
Salary Range: \$88,505 - \$113,525
Closing Date: April 17, 2012

General Knowledge:

Conduct the day-to-day activities of the agency's Internal Audit Office which reports directly to the Commissioner of Education and State Board of Education.

Example of Duties:

Directs staff and operations of program; formulates program goals and objectives; develops or assists in development of related policy; interprets and administers pertinent laws; evaluates staff; prepares or assists in preparation of program budget; maintains contacts with individuals both within and outside of program who might impact on activities; coordinates studies of departmental operations which include complex management studies of organizational structures and management and operating procedures; plans and directs a program of financial examinations of fiscal operations within department; analyzes financial transactions for program and/or contract compliance; appraises and verifies accuracy and adequacy of records, systems and controls; formulates long range plans to provide periodic examinations of all major departmental activities, programs and financial records; conducts highly sensitive and complex studies requested by Commissioner; performs related duties as required.

Qualification:

Knowledge, Skill and Ability:

Considerable knowledge of and ability to apply management principles and techniques; considerable knowledge of and ability to apply relevant state and federal laws, statutes and regulations; considerable knowledge of the principals and practices of auditing and accounting; considerable knowledge of organizational analysis; knowledge of financial examination procedures; some knowledge of data processing; considerable interpersonal skills; considerable oral and written communication skills; considerable ability to prepare comprehensive reports.

Minimum Experience and Training Required:

General Experience:

Nine (9) years of professional experience in a combination of financial and operational analysis in a large business or public service organization.

Special Experience:

Two (2) years of the General Experience must have been in a supervisory capacity.

Note: For State Employees, this is interpreted to be at the level of Supervising Accountant or Supervising Accounts Examiner.

Substitutions Allowed:

1. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.
2. A Master's degree in accounting, business administration, finance, public administration or in a closely related field may be substituted for one (1) year of the General Experience.

Special Requirement:

Incumbents in this class are required to be a Certified Public Accountant or a Certified Internal Auditor.

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

Application Instructions:

Interested candidates should reference announcement #762, submit a letter of application and resume with details of experience and training, three pertinent professional letters of recommendation and an Application for Examination or Employment (CT-HR-12) which may be obtained from the Department of Education website at <http://www.sde.ct.gov> to:

Department of Education
Debra Paradis, Principal Human Resources Specialist
165 Capitol Avenue – Room G-16
Hartford, CT 06106
Telephone: (860) 713-6695
Fax: (860) 713-7011
E-Mail: debra.paradis@ct.gov

Applications must be postmarked no later than the closing date listed above. All required documents must be submitted to be considered for interview.

"The State of Connecticut Department of Education is committed to a policy of equal opportunity/affirmative action for all qualified persons. The Department of Education does not discriminate in any employment practice, education program, or educational activity on the basis of **race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. The Department of Education does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction.** Inquiries regarding the Department of Education's nondiscrimination policies should be directed to: Levy Gillespie, Equal Employment Opportunity Director/American with Disabilities Act Coordinator, State of Connecticut Department of Education, 25 Industrial Park Road, Middletown, CT 06457, 860-807-2101. Levy.Gillespie@ct.gov."

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