

DEPARTMENT OF SOCIAL SERVICES
JOB OPPORTUNITY
ACCOUNTANT
FINANCIAL MANAGEMENT & ANALYSIS – MEDICAID INCENTIVE PROGRAM

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

Open To: The Public and State Employees
Location: 25 Sigourney Street, Hartford, CT
Job Posting No: 99758
Hours: 8:00am – 4:30pm
Salary Range: \$60,593.00 - \$78,332.00 Annually
Closing Date: December 9, 2011

DUTIES AND RESPONSIBILITIES: Specific duties to be performed by this position will include the review, development and proper execution of Federal reporting requirements for the Department's federal CMS 37 and 64 reports. This will require detailed reporting on the \$100 million in expenditures anticipated, the proper submission of these claims on federal reports and the necessary classification of these expenses to justify the appropriate enhanced federal reimbursement.

In addition, the individual will also be responsible for the coordination of incentive payment funds draw-down process from federal payment systems. This will involve establishing procedures that allow us to properly segregate, account for, and reconcile these enhanced federal funds, ensuring the integrity of our reimbursement process.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY: Knowledge of professional accounting principles and practices including knowledge of governmental accounting and budgeting; knowledge of basic auditing principles and practices; interpersonal skills; oral communication skills; ability to prepare, analyze and evaluate financial statements and other accounting records and reports; ability to analyze and evaluate accounting methods and procedures; ability to utilize EDP systems for financial management; ability to read and interpret written materials.

EXPERIENCE AND TRAINING:

General Experience: Six (6) years of experience in accounting or auditing.

Special Experience: Two (2) years of the General Experience must have been at the paraprofessional level. Work at the paraprofessional level requires exercise of some independent judgment in applying basic accounting principles and may be compared to the level of a full charge bookkeeper. For state employees this is the level of Assistant Accountant.

Substitutions Allowed:

1. College training in accounting or a closely related field 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 may be substituted for one (1) additional year of the General Experience.
3. Certification in any of the following may be substituted for one (1) year of the General and Special Experience: Certified Public Accountant, Certified Internal Auditor.
4. Two (2) years of experience as an Assistant Accountant may be substituted for the General and Special Experience.

Note: This position may be filled by mandatory candidates from the Re-employment and Sebac lists, which we are obligated to use. Applications also will be accepted from state employees who have attained permanent status in the class and from candidates, who have taken and passed the current examination for Accountant, Exam Number 062691.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and an Application for Employment to:

**Maria Taylor, Principal Human Resources Specialist
DEPARTMENT OF SOCIAL SERVICES
25 SIGOURNEY STREET, HARTFORD, CT 06106
FAX NUMBER: (860) 951-2979**

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.