

OFFICE OF THE STATE COMPTROLLER  
JOB OPPORTUNITIES  
ASSISTANT ACCOUNTANT (Position #99985 and #99987)

[PLEASE FOLLOW THE SPECIAL APPLICATION FILING INSTRUCTION AT THE BOTTOM OF THIS PAGE](#)

**Open To:** The Public  
**Location:** Accounts Payable Division, 55 Elm Street, 6th Floor, Hartford, CT 06106  
**Hours:** Full Time/40 hours per week  
**Salary:** \$51,061 (AR19) Starting Annual Salary  
**Closing Date:** Monday, November 28, 2011

The Accounts Payable Division – Vendor Support Unit of the Office of the State Comptroller (OSC) is currently seeking qualified candidates to fill two (2) **Assistant Accountant** positions. These positions are accountable for performing a combination of a full range of basic professional and highly complex clerical work in accounting or financial examination work.

**ELIGIBILITY REQUIREMENTS:** Candidates must have applied for and passed the Assistant Accountant exam and be on the current certification list promulgated by the Department of Administrative Services. State employees currently holding the above title or those who have previously attained permanent status in the class may apply for a lateral transfer. Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.

**DESCRIPTION OF DUTIES:** The responsibilities of these specific positions are as follows: entry of Vendor Profiles; examine the vendor profile forms, SP26NB's, and supporting documentation for accuracy, completeness and conformance with State statutes, regulations, and agency policy based upon knowledge of how the various components of the Core-CT vendor file populate and affect the various documents processed through the entire financial accounting module (i.e. purchase requisitions, purchase orders, personal service agreements, rental lease agreements, purchasing card encumbrances, petty cash replenishments, funding of agency imprest checking accounts, vendor payments, pre-payment and advance payment vouchers, etc.); review the vendor's business entity and type of services provided using the application of independent judgment to determine if IRS reporting is required and what type of reporting is necessary; make corrections as required, and advise agency of corrections; examine transactions using ad hoc reporting tools in Core-CT; verify the validity of reportability under regulations promulgated by the IRS and compliance by the agency users; review agency requests and supporting documentation to ensure validity of information update requests; examine requests to ensure legality, propriety, and compliance with State statutes and agency procedures; review request to ensure the update will not compromise the state's offset procedures, 1099 reporting, or assignment/assumption procedures; use Core-CT on-line queries and ad hoc reports to determine impact of requested change on State contracts, valid purchase orders, and vouchers; determine if State agencies other than the requesting agency may be impacted, severity of the impact, and notify users of vendor changes in writing when required; complete modifications to vendor file in a logical manner to minimize negative impact through application of system logic.

Vendor Audit - Review and analyze reports of vendor's financial information to determine if subject to IRS withholding; review IRS correspondence to OSC for exceptions found in IRS matching program; determine appropriate action to be taken based on IRS regulations, and follows through to a resolution for each exception; advise agencies on interpretation of IRS regulations relating to federal reporting requirements; maintain an exception list for IRS reporting due to the duplication of vendor numbers as Social Security Numbers (SSN) and Federal Employer Identification Numbers (FEIN); identify problems with vendor's FEIN/SSN and financial information which may affect the 1099 process and takes appropriate corrective action; perform random in-house review of vendors to ensure proper use of payment withholding; maintain database of Federal Form W-9, request for Taxpayer Identification Number and Certification; determine when the W-9 is required and ensures that a properly completed form is received from vendors; verify the information on the W-9 form to the Core-CT vendor file to ensure compliance with Federal 1099 reporting; analyze the Core-CT database to confirm a complete and accurate record of the W-9's on file; verify that the information used for federal reporting ensuring compliance with federal reporting requirements. Communicate detailed instructions to State agency users through written and verbal instruction regarding the procedures for maintaining the central Core-CT vendor file; explain to agency users the system logic of the vendor information and the impacts of the aforementioned documents; explain to State agency users the proper procedures and importance of obtaining accurate vendor information and the reasons it is required; provide technical and educational assistance to

supervisor for training new and/or lower level employees; maintain written and verbal contact with vendors to ensure accuracy of vendor information; provide instruction and/or assistance to vendors regarding procedures for proper completion of the vendor profile SP26NB form and subsequent follow up on payments; review ACH forms for completeness and compliance with Core-CT expenditure processing requirements; advises State agencies when a vendor's payment method has changed; prepare daily reports for supervisory and managerial use; investigate returned checks for proper future distribution; inactivate vendors if necessary to prevent payments from being issued to invalid addresses and performs other related duties as required.

**PREFERRED CANDIDATE WILL HAVE:**

- **Excellent oral and written communication skills**
- **Ability to utilize various computer software programs**
- **Ability to interpret and apply regulations, rules and statutes**

**APPLICATION INSTRUCTIONS:** **Note:** The filling of the position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

Interested and qualified candidates who meet the above requirements should forward a signed State Application Form (CT-HR-12) (original **AND** one copy). **Please indicate the position numbers on the application form** no later than the closing date at the top of this announcement to:

**Elena Vazquez, Human Resources Assistant**  
**Office of the State Comptroller**  
**55 Elm Street, 2<sup>nd</sup> Floor, Room 208**  
**Hartford, CT 06106**  
**Phone: (860) 702-3323**  
**Fax: (860) 702-3324 (If faxing, only one application is necessary.)**  
**E-mail: [elena.vazquez@po.state.ct.us](mailto:elena.vazquez@po.state.ct.us)**

The State Application (CT-HR-12) may be obtained from the Department of Administrative Services website at: [www.das.state.ct.us](http://www.das.state.ct.us); or at the Office of the State Comptroller's Human Resources Office.

**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.**