

STATE DEPARTMENT ON AGING  
JOB OPPORTUNITY  
ASSOCIATE ACCOUNTANT

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

**Posting Date: April 14, 2014**

**Closing Date: April 25, 2014**

The State Department on Aging (SDA) is currently accepting applications to fill one (1) Associate Accountant position within the Department located in our Hartford Central Office.

**Open To: Candidates ON EXAM LISTS OR LATERAL TRANSFER**

**Hours: Monday – Friday, 40 hours per week**

**Position: Associate Accountant (AR-26)**

**Location: 25 Sigourney Street, Hartford, CT**

**Bargaining Unit: Administrative & Residual (P-5)**

**Job Posting No: 34547**

**Salary Range: \$71,988.00 - \$92,585.00 Annually**

**EXAMPLE OF DUTIES:** The Associate Accountant for SDA independently handles the financial management system for the entire department. This lead fiscal position involves performing complex tasks in managing \$30 million in federal and state funds and provides fiscal support for the whole department. Responsibilities include: Preparing, monitoring and managing state and federal budgets; preparing cost estimates for grants and contracts; preparing federal and state allocation and distribution charts, using a variety of funding formulas; completing SDA and Ombudsman federal reporting including data collection, data entry and maintenance; tracking and reconciling state and federal expenditures using CORE CT; examining expenditures to formulate recommendations and projections; completing federal drawdowns (various grants); following federal and state fiscal policies and procedures; writing fiscal policies and procedures for SDA and its contractors; analyzing budgets and financial reports from contractors for compliance with requirements; performing responsibilities of Fiscal liaison between SDA and other state agencies (including DORS) and contractors; performing role of SDA CORE CT Security Liaison; assisting OSC with pre- and post-audit reviews; handling SDA chartfield maintenance; providing training and technical assistance to contractors regarding proper budget preparation, financial reporting, and expenditure requests; providing training and technical assistance to SDA staff regarding fiscal policies and procedures; financial reports and CORE CT; overseeing the processing of contractor payments and purchases; reviewing accuracy and coordination of workflow of SDA accounts payable and receivables including Ombudsman payables, performing related duties as required.

**MINIMUM QUALIFICATIONS REQUIRED**

**KNOWLEDGE, SKILL AND ABILITY:** Considerable knowledge of professional accounting principles and practices including governmental accounting and budgeting; interpersonal skills; oral and written communication skills; considerable ability to analyze and evaluate financial records, methods and procedures; ability to devise and install accounting procedures and systems; some supervisory ability.

**Note:** The position may be filled by the mandatory Re-employment and SEBAC Lists, which we are obligated to use. Applications will only be accepted from candidates who applied for the current Associate Accountant Examination No. 130251 and have received a passing score or State employees who have attained permanent status in the classification of Associate Accountant.

**APPLICATION PROCEDURE:** Interested and qualified candidates who meet the above requirements should submit a cover letter, a State of Connecticut Application for Examination or Employment (CT-HR-12), and two (2) letters of professional references from current and/or previous supervisors. The CT-HR-12 Application Form may be downloaded from the State of Connecticut's Department of Administrative Services Human Resources Services' Website at: [www.das.state.ct.us/exam/default.asp#APPLICATION\\_FORMS](http://www.das.state.ct.us/exam/default.asp#APPLICATION_FORMS). In lieu of references, State employees must submit copies of their two most recent performance evaluations. Please be sure to specify the job posting number on all application materials.

**Please Note:** Due to the large volume of applications, you **must mail a copy of your application.** Please forward your completed State of Connecticut Application for Examination or Employment (CT-HR-12) and related documentation to:

Maria L. Taylor  
Principal Human Resources Specialist  
Department of Social Services  
25 Sigourney Street – 12<sup>th</sup> Floor  
Hartford, CT 06106

Due to the large number of applications received, we are unable to field phone inquiries to confirm receipt of applications.

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY FRIDAY, APRIL 25, 2014**

**An Equal Opportunity / Affirmative Action Employer**

*The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.*