

DEPARTMENT OF SOCIAL SERVICES
ACCOUNTING CAREERS TRAINEE (TARGET CLASS: ACCOUNTS EXAMINER)
OFFICE OF QUALITY ASSURANCE

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

Posting Date: April 14, 2015

Closing Date: April 24, 2015

The Department of Social Services is currently accepting applications for two (2) Accounting Careers Trainee position with a target classification to the position of Accounts Examiner, within the Office of Quality Assurance, Investigations Division, located in our Hartford Central Office. The trainees will be responsible coordinating and conducting activities to prevent, detect and investigate fraud, waste, abuse and overpayments in the Medical Assistance Programs.

Open To: The Public
Position: Accounting Careers Trainee
Bargaining Unit: Administrative and Residual (P-5)
Location: 55 Farmington Avenue, Hartford, CT
Job Posting No: # 34069 and # 34057
Hours: Monday through Friday, 40 hours per week
Salary Range: \$44,654.00 - \$57,637.00 Annually

NOTE: Preference will be given to candidates who possess the ability to objectively interpret and apply relevant statutes and regulations; considerable ability to prepare comprehensive reports and exhibits; possess knowledge of intelligence databases and their use in investigations; ability to work independently; strong interpersonal skills: Experience with Microsoft Excel, Microsoft Access and Microsoft Word.

PURPOSE OF CLASS: In a state agency this class is accountable for mastering the skills necessary to satisfactorily complete the training program for a professional accounting or auditing position.

SUPERVISION RECEIVED: Works under the immediate and close supervision of accountants or similar professional employees to whom on-the-job training or supervision has been delegated.

EXAMPLE OF DUTIES:

Responsible for coordinating and conducting activities to prevent, detect, and investigate fraud, waste, and abuse in programs administered by the Department of Social Services. Responsibilities include: conducting investigations of health care providers; developing and analyzing computer generated data reports; applying relevant statutes and regulations, performing field investigations; producing comprehensive investigation reports and exhibits; working independently or in teams to develop and implement investigation strategies.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY: Knowledge of accounting and auditing principles and practices; knowledge of business mathematics and statistics; some knowledge of business uses of data processing; some knowledge of effective report writing; ability to read and understand written materials.

EXPERIENCE AND TRAINING: Possession of a Bachelor's Degree in accounting or in a closely related business field with at least fifteen (15) semester hours in accounting.

PROMOTION: Incumbents in this class are eligible for promotion without further competitive examination after the completion of a prescribed period of satisfactory service in their designated occupational specialty if they have permanent status and at least six (6) months of service in the promoting agency.

TERM OF APPOINTMENT: Appointment to positions in this class shall be for a period not to exceed twenty-four (24) months unless there is a change in the employing agency or designated target class.

**SCHEDULE OF STARTING SALARIES
FOR
ACCOUNTING CAREERS TRAINEE**

Minimum Requirements	Hiring Rate	Completion of One (1) Year of Training
Bachelor's degree with 15 semester hours in accounting	Step 3	Step 5
Bachelor's degree with 30 semester hours in accounting	Step 5	Step 7
Master's degree in a related field and 15 credits in accounting	Step 5	Step 7
Master's degree in a related field and 30 semester hours in accounting	Step 6	Step 7

Note: This position may be filled by candidates from mandatory Re-employment and SEBAC lists, which we are obligated to use.

APPLICATION PROCEDURE: Candidates who meet the above requirements should forward a completed State of Connecticut Application for Examination or Employment (CT-HR-12) **and their college transcript(s)**. The CT-HR-12 Application Form may be downloaded from the State of Connecticut's Department of Administrative Services Human Resources Website at: www.das.state.ct.us/exam/default.asp#APPLICATION_FORMS. Please **mail** your completed State of Connecticut Application for Examination or Employment (CT-HR-12), college transcripts, cover letter and three (3) supervisory references letters (*State employees must submit their two (2) most recent Performance Appraisals in lieu of references*) **in duplicate** to:

**Kelly Geary, Principal Human Resources Specialist
Department of Social Services
5th Floor, Human Resources Division
55 Farmington Avenue
Hartford, CT 06105**

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

APPLICATIONS MUST BE POSTMARKED ON OR BEFORE APRIL 24, 2015

~PLEASE BE ADVISED THAT HAND-DELIVERED/FAXED/E-MAILED APPLICATIONS WILL NOT BE ACCEPTED~

LATE OR INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED

~TWO (2) COMPLETE SETS OF ALL APPLICATION MATERIALS MUST BE SUBMITTED~

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.