



**OFFICE OF POLICY AND MANAGEMENT
JOB OPPORTUNITY
ACCOUNTS EXAMINER
ADMINISTRATION DIVISION**

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

Open To: Candidates on a current examination list or lateral transfer.

Location: 450 Capitol Avenue, Hartford, CT 06106

Job Posting No: 2732

Hours: 40 hours per week (Monday – Friday 8 a.m. – 5 p.m.)

Salary: AR 23 (\$66,213 - \$85,597 annual)
(New hires into state service will start at the minimum of the salary range)

Closing Date: Tuesday, September 13, 2016, 3:00 p.m.
Applications must be received in this office by the closing date and time, no exceptions

The Office of Policy and Management seeks to fill an Accounts Examiner vacancy in the Division of Administration.

Position Description: The primary responsibility of the Accounts Examiner will be the monitoring of state and federal funds OPM awards to state agencies, local governments, and non-governmental organizations to ensure that the expenditures reported by grantees are accurate, supported, and in compliance with program requirements. This includes, but is not limited to, the following: Reviewing audit reports; the reconciliation of grantees' financial reports to federal and state single audits certified by independent auditors; coordinating the completion of OPM's annual State Single Audit Compliance Manual; and working with grantees and independent auditors, as necessary. Other duties include, but are not limited to; ; recording daily deposits into Core-CT system and preparing deposit corrections; reconciling petty cash account on a monthly basis; creating Core-CT EPM reports and general ledger for financial records, reports and analysis;; and serving as the back-up for the following Business Office functions: Accounts payable; P-Card Coordinator and Core-CT Security Liaison.

Preferred Experience: The preferred candidate will have experience reviewing audit and/or financial reports.

Eligibility Requirement: Candidates must have applied for and passed the Accounts Examiner exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.

Knowledge, Skills and Abilities: Knowledge of and ability to apply professional accounting and auditing principles and practices; knowledge of and ability to apply relevant statutes and regulations; interpersonal skills; oral and written communication skills; ability to analyze financial records, documents and reports; ability to prepare comprehensive reports including narrative and statistical sections; ability to utilize EDP systems for financial management.

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

Application Instructions: Interested and qualified candidates who meet the above requirements should submit the following five (5) documents and forward as indicated below:

1. Cover letter that describes your interest and suitability for the position.
2. Resume.
3. State of Connecticut Application for Employment (CT-HR-12), available online by clicking [here](#). **Do not write your social security number on the application materials.**
4. Your last three (current and consecutive) performance evaluations. If you are not a state employee and do not receive annual performance evaluations you may submit three letters of reference in lieu of the evaluations.
5. Confirmation you are on the current Accounts Examiner exam list.

Submit your application package to:

**Office of Policy and Management
450 Capitol Avenue**

MS # 52 ADM

Hartford, CT 06106

Confidential Fax: (860) 706-5790 (preferred method)

Attn: Carolyn Kozak, Human Resources

Tel: (860) 418-6324

Note: Incomplete and/or late application packages and application packages received via email will not be considered.

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.