

DEPARTMENT OF CONSUMER PROTECTION  
ACCOUNTS EXAMINER (REPOST)

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

**Open To:** Candidates on a current examination list and Lateral Transfers (**prior applicants will be considered and do not need to reapply**)

**Location:** Frauds Unit at 165 Capitol Avenue, Hartford, CT

**Job Posting No:** 2127

**Hours:** 40 Hours / Week

**Salary:** AR 23 / \$64,284 - \$83,103 annual (**NEW HIRES TO STATE EMPLOYMENT START AT MINIMUM**)

**Closing Date:** **Thursday, March 5, 2015 close of business**

**Position Description:** This position will be assigned to the Charities Unit within the Frauds Division. Duties include, but are not limited to: conduct or participate in examinations of financial records and documents of state agencies, businesses, municipalities or other organizations which are monitored by the state; prepares for examinations by reviewing prior audit reports, financial statements, budgets or other available data; for an on-site audit meets with officials of organization being examined to discuss audit procedures, answers questions and obtains necessary information and records; utilizes EDP systems for financial records, reports and analysis; examines various financial records including revenue, expenditure, payroll and grant accounting; examines and reconciles accounting records with supporting data, such as vouchers, invoices and cash receipts; determines compliance of various complex financial documents with applicable regulations; examines accounting methods and procedures to ensure compliance with accepted accounting principles, laws and regulations and state or federal requirements; for an on-site audit reviews and discusses audit findings with officials of organization audited; prepares unit reports explaining results and making recommendations; may participate in hearings or conferences; may prepare remittance schedules for collection or delinquent accounts and arrange for attachments as required; performs related duties as required.

**Examples of Duties:** The position will perform assignments primarily, but not exclusively, in three areas:

- (1) Review and audit of financial filings of charities;
- (2) Support of investigations related to charities; and
- (3) Support of investigations related to consumer frauds, including across a broad spectrum of industries.

**Preferred Knowledge, Skills and Abilities:** The preferred candidate will have knowledge of charitable organizations, including familiarity with IRS Form 990 and filing requirements, and/or knowledge of financial investigations and will have knowledge of and a level of competency in Excel and familiarity with QuickBooks and other accounting software.

**MINIMUM QUALIFICATIONS REQUIRED:** 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.

**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.** **Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable. **Special Requirement:** In-state travel may be required.

**Application Instructions:** Interested and qualified candidates who meet the above requirements should submit a *cover letter* which states their interest and suitability for the position, a *resume*, *three letters of professional reference* from current and / or former supervisors, and an Application for Examination or Employment (Form CT-HR-12- available at: [http://das.ct.gov/HR/Forms/CT-HR12\\_Application.pdf](http://das.ct.gov/HR/Forms/CT-HR12_Application.pdf)) . State employees must include copies of their *last three (3) annual performance evaluations* (must be current and consecutive) in lieu of references no later than the closing date to:

Deborah Craig, Human Resources Specialist  
Department of Administrative Services / SmART Unit  
165 Capitol Avenue, 5<sup>TH</sup> Floor-East  
Hartford, CT 06106

**Confidential Fax: (860) 622-4921 (preferred method) OR**

**Email to [DAS.HR.SMART@ct.gov](mailto:DAS.HR.SMART@ct.gov) , MUST include AE 2127 (last name) in subject line.**

**Applications must be received by the closing date above. Incomplete application packages will not be considered.** Interviews will be limited to those whose experience and training most closely meet the requirement of this position. **Due to the large volume of applications received, we are unable to provide confirmation of receipt or status updates during the recruitment process.**

**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.