

DEPARTMENT OF ADMINISTRATIVE SERVICES
Fiscal Services Division
Associate Accountant

CLASSIFICATION: Associate Accountant (position 102711)
SALARY GROUP: AR 26 (\$69,891-\$89,888 annually or \$2,677.82 - \$3,443.99 Biweekly)
(Note: those new to state service start at \$69,891)
OPEN TO: **Candidates on a current examination list**
LOCATION: 165 Capitol Avenue, Hartford, CT. 06106
SHIFT: 1st Shift, Full-time 40 hours per week
CLOSING DATE: **September 5, 2012**

Eligibility: **Candidates must have applied for and passed the Associate 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 lateral transfer.**

Purpose of Class: In a state agency this class is accountable for performing the most complex accounting tasks within a variety of accounting programs and systems.

Examples of Duties, but not limited to:

Implement accounting systems to budget and monitor non-appropriated accounts; tracks payment and collection of state and federal funds; creates and maintains chart of accounts for agency programs and SIDs. **Responsible for reporting to OSC on monthly deficit accounts including grant and non-appropriated accounts.**

Work with Purchasing and Accounts Payable to budget for and authorize transactions; maintains fiscal controls by authorizing non-routine expenditures based on management priorities and policies, examining data and making recommendations regarding timing and amounts of expenditures, detailed monthly, year end, and ad hoc fiscal reporting for multiple diverse programs. Develops financial reports based on knowledge of programs and presents information to agency heads.

Manage various phases of **project budget allotments and reconciliations**, preparing **project budget** requests, appropriation schedules, monthly budget reports and budget requests to OPM; prepares figures for agency testimony at legislative hearings, act as liaison to agencies, and program directors.

Administer fiscal aspects of programs by interpreting grant contracts for approval of state grant expenditures and appropriate use of appropriations and other funds based on SID requirements and definitions; monitors accounts including overtime usage and fees based on provisions of agreements, union regulations and statutes.

Assist with rate development activities; develops projections for longevity, overtime and other personal services expenditures for use in budget projections; conducts spending analysis

through the use of pivot tables and CORE reports; develops spending projections; conducts analysis and makes recommendations regarding personnel transactions based on budgetary projections; forecasts annual and bi-annual spending; monitors authorized position count. **Responsible for reporting requirements to the state Comptroller's Office and State Property Review Board including GAAP, SEFA, SWCAP, and CIP.**

Minimum Qualifications: 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.

Preferred Skills & Abilities: Experience with Construction Projects; preparing the monthly bond package and allocation of state bond funds. Experience with monitoring construction costs and tracking the progress of projects as well as providing assistance to the project managers with their budget needs. Considerable knowledge and experience with CORE-CT, including General Ledger, project costing and EPM; considerable knowledge and experience with Excel.

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

Interested candidates must mail the following: **cover letter, a completed State Employment Application (CT-HR-12), resume and the last 2 performance evaluations and be postmarked by September 5, 2012** to:

**Eileen Morin
DAS/Small Agency Resource Team
165 Capitol Avenue, 5-East
Hartford, CT 06106
OR
Fax: (860) 713-7473**

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.