

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES  
JOB OPPORTUNITY

**ASSOCIATE ACCOUNTANT #OC34369**

Office of the Commissioner - Fiscal Services Division – Central Contract Unit

***THOSE WHO PREVIOUSLY APPLIED FOR THIS POSITION DO NOT NEED TO REAPPLY.***

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

**Open To:** Candidates on the current exam list for Associate Accountant, State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer

**Location:** 410 Capitol Avenue, Hartford, CT 06106

**Job Posting No:** OC34369

**Schedule:** Monday - Friday, 8:00 a.m. – 4:30 p.m., Full time, 40 hours per week

**Salary Range:** (AR 26) \$74,148.00 - \$95,363.00

**Posting Date:** February 18, 2015 **Closing Date:** February 25, 2015

**Eligibility Requirement:**

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 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.**

**Duties include:** Responsible for annual and ongoing review of contracts (Human Service/POS, PSAs, MOU/As) to include contract budget through final contract stage; coordinate the fiscal reviews of the contract documents with each state agency; perform examination of required fiscal reports and budget revisions related to contracts; coordinate with Budget Unit of applicable state agencies for review of funding award to determine accuracy of amounts for contracts; develop spending plan to support agency contracts; analyze and compare data to develop fiscal reports in response to requests from the Office of the Fiscal Analysis, OPM, Governor's Office and each state agency; input contracts into CORE system; provide technical assistance to contractors regarding accounting procedures, financial reporting documents and forms; Site visits to contractors, as required; liaison to applicable state agencies, OPM, OAG; track and analyze payments by SID and program to determine breakout of individual contract payments; prepare and assemble payment confirmations for Public Accounting firms at year-end; analyze fiscal data to determine any potential withholding of payments related to unexpended funds identified through review of fiscal contractor reports; act as liaison between each contracting state agency and the contractors related to fiscal/administrative aspects of the contract; written and verbal communication with contractors and other state agency staff; organize and maintain files; other duties as requested.

**Experience with Human Service Contracts preferred.**

**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 State of Connecticut Application for Examination and Employment (CT-HR-12). The position number must be noted at the bottom of Page One of the State of Connecticut Application (CT-HR-12).

**PLEASE SEND APPLICATIONS TO:**

DMHAS/Office of the Commissioner  
Human Resources 4<sup>th</sup> Floor  
410 Capitol Avenue,  
Hartford, CT 06106  
Fax: (860) 418-6697

[Maria.D.DeJesus@ct.gov](mailto:Maria.D.DeJesus@ct.gov)

**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. **(P-5)**