

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES

JOB OPPORTUNITY

ASSOCIATE ACCOUNTANT #OC105805

Office of the Commissioner - Fiscal Services Division

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

Open To: Candidates on the current exam list for Associate Accountant
Location: 410 Capitol Avenue, Hartford, CT 06106
Job Posting No: OC105805
Schedule: Monday - Friday, 8:00 a.m. – 4:30 p.m., Full time, 40 hours per week
Salary Range: \$71,988.00 - \$92,585.00
Posting Date: September 19, 2013 **Closing Date:** September 27, 2013

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 the development and maintenance of the Department's \$270 million dollar Human Services Contract Spending plan; monitoring receivables, payables, grant awards and reporting for multiple state and federal SIDS; may process invoices, budget journals, deposits, reconcile bank statements, replenish petty cash, use QuickBooks, create financial reports and process journal corrections; responsible for billing Federal, State and Local agencies; may assist in the drawdown of funds from the federal government; assist in preparing the Department's monthly consolidated financial status report, indirect cost report, cash status and federal financial reports; will be required to download and analyze data from Core CT or other databases; provide staff training and assistance, establish and maintain unit procedures and perform related duties as required.

Knowledge, Skills and Abilities: Working knowledge or experience with CORE-CT financial modules (accounts payable, accounts receivable, EPM and the general ledger), advanced Excel skills including VLOOKUP and SUMIF functions as well as arrays, Access skills including database maintenance, querying, and some Visual Basic, QuickBooks and customer service experience.

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 4th Floor
410 Capitol Avenue,
Hartford, CT 06106
Fax: (860) 418-6697
Edra.Knight@ct.gov

N 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)**