



DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES

JOB OPPORTUNITY

ASSOCIATE ACCOUNTANT

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, 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: OC80669

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

Salary Range: (AR 26) \$76,373.00 - \$98,224.00 (*NEW State Employees start at minimum salary)

Posting Date: March 17, 2017 **Closing Date:** March 23, 2017

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: Responsibilities include preparing budget requests, appropriation schedules, monthly budget reports, year-end budget reports, consolidated financial status reports, indirect cost reports, TANF claiming, and the SAPT and CMHS block grants. This position will be responsible for the monitoring the overall budget of a number of DMHAS SID's (State, Federal, and other) and serve as the primary back for the department's human service contract spending plan which contains over \$270 million dollars. This candidate 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.

Preferred 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 a cover letter, a resume, and an Application for Employment to:

DMHAS/Office of the Commissioner
Human Resources
410 Capitol Avenue, 4th Floor
Hartford, CT 06106
MHAOCHR@ct.gov / Fax: (860) 730-8355

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.

If you are requesting special accommodations under the provisions of the Americans with Disabilities Act (ADA) please contact Edra Knight at 860 418 – 6866 or Edra.Knight@ct.gov (P-5)