

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES  
JOB OPPORTUNITY

**ASSOCIATE ACCOUNTS EXAMINER #OC75929**

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 Accounts Examiner  
**Location:** 410 Capitol Avenue, Hartford, CT 06106  
**Job Posting No:** OC75929  
**Schedule:** Monday - Friday, 8:00 a.m. – 4:30 p.m., Full time, 40 hours per week  
**Salary:** \$ 69,891.00  
**Posting Date:** August 13, 2013 **Closing Date:** August 19, 2013

**Eligibility Requirement:**

Candidates must have applied for and passed the Associate 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.**

**Duties include:** The duties of this position include: Responsible for annual and ongoing review of human service contracts (POS, PSAs, MOU/As) from funding application through final contract execution and any amendments; review contracts for completeness and accuracy; coordinate with program staff on fiscal reviews of the contract documents; performs examination of required financial reports and budget revisions of Private Nonprofit Providers (PNP) POS contracts; coordinate with Budget Unit for review of funding award to determine accuracy and amounts for Private Nonprofit Providers (PNP) POS contracts. analyze and compare data to develop fiscal reports in response to requests from the Office of the Fiscal Analysis, OPM, Governor's Office, other entity; provide technical assistance to PNP's regarding accounting procedures, cost standards, financial reporting documents and forms; assist in helping providers understand contract content; conduct fiscal site visits to PNP's as required; liaison to other state human service agencies, OPM, OAG as well as PNP's; track and analyze payments by SID and Program to determine breakout of individual contract payments; input Contracts into CORE system; prepare and assemble payment confirmations for Public Accounting firms at year-end; coordinate determinations for withholding payments due to surplus identified in review of provider fiscal reports; act as liaison between the various departments at the state agency and the PNP's; organize and maintain files, both electronic and paper; considerable verbal and written correspondence to Providers, department staff and other agencies. Other duties as required.

**Knowledge, Skills and Abilities:** Candidates should possess excellent interpersonal, oral and written communication skills and a working knowledge of the Microsoft Office Suite of Programs, Access and CORE-CT

**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  
[Edra.Knight@ct.gov](mailto: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)**