

OFFICE OF THE STATE COMPTROLLER  
JOB OPPORTUNITY  
ACCOUNTING SPECIALIST  
ACCOUNTS PAYABLE DIVISION

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

**Open To:** Candidates on the Current Certification List  
**Location:** 55 Elm Street, Hartford, CT  
**Job Posting No:** #81669  
**Hours:** Full-Time (40 hrs. /week)  
**Salary:** \$82,534 (AR29)  
**Closing Date:** **October 13, 2014 - Application materials must be received by 5:00 p.m. by this date.**

The Office of the State Comptroller (OSC) is currently seeking qualified candidates to fill an **Accounting Specialist** position within the Accounts Payable Division. The selected candidate will be accountable for highly complex accounting functions impacting a variety of state agencies.

**ELIGIBILITY REQUIREMENTS:** Candidates must have applied for and passed the **Accounting Specialist** 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 in the class may apply for a lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

**EXAMPLES OF DUTIES:** Oversees the activities of the Core-CT vendor file; Assists in the evaluation of division processes and the establishment of new procedures and guidelines for developing long term goals and missions of the Office of the State Comptroller; Supervises staff in the Vendor File and ACH/Vendor Self-Serve sections. Insures Core-CT vendor file functionality including the impact on and relationship with other financial modules. Ensures vendor data meets the needs of all State agencies including developing and overseeing training and updating training manuals and provides support to agency users; Advises division managers of technical issues and works to resolve problems; Reviews and analyzes statewide accounts payable transactions through system queries; Assists management in resolving purchasing, accounts payable, and related matters in the Core-CT financial module; Creates EPM and SQL queries for evaluation by management Assists in upgrade and functionality testing of the statewide accounting system, development of test scenarios, end to end testing, documentation and analysis of results; Establishes, implements, and modifies intricate MS-Excel and MS-Access databases from Core-CT downloads and other sources for data analysis, reports, and projections; Prepares periodic financial reports for management pertaining to Division production and statewide agency statistics; Develops and manages database queries of transactions posted to the Core-CT accounting system for use by managerial and supervisory staff; Develops topics and makes presentations for state wide informational meetings and user groups; other related duties.

**PREFERRED EXPERIENCE AND SKILLS:**

- Supervisory experience in a high volume, fast paced work unit
- Proficient in Microsoft Excel and Access
- Strong knowledge of PeopleSoft software and/or the State's Core-CT system including EPM and SQL queries
- Strong organizational and time management skills
- Excellent interpersonal and communication skills
- Strong analytical, problem-solving skills

**APPLICATION INSTRUCTIONS:**

**Note:** The filling of this position will be in accordance with Reemployment, SEBAC, Transfer, Promotion and Merit employment rules. Interested and qualified candidates who meet the above requirements must submit a Cover Letter, Resume, Three (3) Letters of Professional References from current and/or previous supervisors and an Application for Examination or Employment (CT-HR-12) – available at: [http://das.ct.gov/HR/Forms/CT-HR-12\\_Application.pdf](http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf) (**Please indicate the job posting number on the application form**). State employees must include copies of their last Three (3) Service Ratings in lieu of references no later than the closing date at the top of this announcement to:

**Grace Soares, Human Resources Associate**  
**Office of the State Comptroller**  
**Management Services Division-Human Resources Office**  
**55 Elm Street, 2nd Floor, Room 208**  
**Hartford, CT 06106**  
**OR**  
**Fax: (860) 702-3324 OR Email: [OSC.HR@ct.gov](mailto:OSC.HR@ct.gov)**

**INCOMPLETE APPLICATION PACKAGES AND THOSE RECEIVED AFTER THE CLOSING DATE INDICATED ABOVE WILL NOT BE CONSIDERED.**

**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.**