

DEPARTMENT OF CONSUMER PROTECTION
JOB OPPORTUNITY
ACCOUNTS EXAMINER
FRAUDS DIVISION

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

Open To: Candidates on a current examination list and Lateral Transfers (see eligibility requirement below).
Location: 165 Capitol Avenue, Hartford, CT
Job Posting No: 9484
Hours: 40 Hours / Week
Salary: AR 23 / \$60,593 - \$78,332 annual
NEW HIRES TO STATE EMPLOYMENT START AT MINIMUM
Closing Date: December 28, 2012

Position Description: Anticipated duties of this Accounts Examiner position within the Frauds Division of the Department of Consumer protection include, but are not limited to: conduct or participate in examinations of financial records and documents of state agencies, businesses, municipalities or other organizations which are monitored by the state; prepares for examinations by reviewing prior audit reports, financial statements, budgets or other available data; for an on-site audit meets with officials of organization being examined to discuss audit procedures, answers questions and obtains necessary information and records; utilizes EDP systems for financial records, reports and analysis; examines various financial records including revenue, expenditure, payroll and grant accounting; examines and reconciles accounting records with supporting data, such as vouchers, invoices and cash receipts; determines compliance of various complex financial documents with applicable regulations; examines accounting methods and procedures to ensure compliance with accepted accounting principles, laws and regulations and state or federal requirements; for an on-site audit reviews and discusses audit findings with officials of organization audited; prepares unit reports explaining results and making recommendations; may participate in hearings or conferences; may prepare remittance schedules for collection or delinquent accounts and arrange for attachments as required; performs related duties as required.

Examples of Duties:

The position will perform assignments primarily, but not exclusively, in three areas:

- (1) Audits of registered charities;
- (2) Support of investigations related to charities; and
- (3) Support of investigations related to consumer frauds, including across a broad spectrum of industries.

Preferred Knowledge, Skills and Abilities:

The preferred candidate will have knowledge of charitable organizations, including familiarity with IRS Form 990 and filing requirements, and/or knowledge of financial investigations and will have advanced knowledge of and a high level of competency in Excel and familiarity with QuickBooks and other accounting software.

MINIMUM QUALIFICATIONS REQUIRED: Knowledge of and ability to apply professional accounting and auditing principles and practices; knowledge of and ability to apply relevant statutes and regulations; interpersonal skills; oral and written communication skills; ability to analyze financial records, documents and reports; ability to prepare comprehensive reports including narrative and statistical sections; ability to utilize EDP systems for financial management.

Eligibility Requirement: Candidates must have applied for and passed the 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.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Special Requirement: In-state travel may occasionally be required..

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter which states their interest and suitability for the position and whether they are on a current Accounts Examiner exam list or hold the title; a resume; their last two (2) current annual performance evaluations; and an Application for Employment to:

Carolyn Kozak, Human Resources Specialist
DAS / SmART-HR
165 Capitol Avenue, 5TH Floor-East
Hartford, CT 06106
Confidential Fax: (860) 622-4924 (preferred method)
Email: carolyn.kozak@ct.gov

Applications must be received by the closing date above. Incomplete application packages will not be considered. Interviews will be limited to those whose experience and training most closely meet the requirement of this

position. **Due to the large volume of applications received, we are unable to provide confirmation of receipt or status updates during the recruitment process.**

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.