

DEPARTMENT OF ECONOMIC & COMMUNITY DEVELOPMENT
JOB OPPORTUNITY
SUPERVISING ACCOUNTANT
Office of Finance & Administration

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

Open To: Candidates on a current examination list and lateral transfers

Location: 505 HUDSON STREET, HARTFORD, CT

Job Posting No: 011538

Hours: 40 hrs/week, Monday thru Friday

Salary: AR 29 \$80,130.00 – \$104,155.00
(New hires to state service start at the minimum)

Closing Date: July 7, 2014

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

Example of Duties: Duties include, but are not limited to: supervise and direct staff in the areas of accounts payable, accounts receivable and loan/grant management. Act as primary contact for communication and information on loans and accounts receivable. Manage loan activity via Nortridge Loan System (NLS) and CORE CT. Perform complex accounting functions.

Preferred Skills & Experience: Proven experience with: CORE financial modules including procurement contracts, purchasing, accounts payable, accounts receivable, billing, G/L, commitment control and EPM; contracts and contracts management; analyzing/compiling financial data, program statistics, categorizing expenditures and preparing reports. Demonstrated knowledge of and ability to apply relevant state and federal laws, statutes and regulations; demonstrated supervisory ability.

Knowledge, Skills and Abilities: Considerable knowledge of professional accounting principles and practices; considerable knowledge of governmental accounting and budgeting;; considerable interpersonal skills; oral and written communication skills; considerable ability to evaluate and analyze accounting forms, methods and procedures and cost data; considerable ability to devise and install accounting procedures and systems; ability to evaluate and analyze accounting methods, procedures and data.

Preferred Skills & Experience: Proven experience with: CORE financial modules including procurement contracts, purchasing, accounts payable, accounts receivable, billing, G/L, commitment control and EPM; contracts and contracts management; analyzing/compiling financial data, program statistics, categorizing expenditures and preparing reports. Must have the ability to interpret and apply statutes and regulations.

General Experience: Eight (8) years of experience in accounting or auditing.

Special Experience: One (1) year of the General Experience must have been performing the most complex accounting functions OR acting in a lead or consultative capacity at the level of Associate Accountant or Associate Accounts Examiner.

Substitution Allowed: College training in Accounting or a closely related field may be substituted for the General Experience on the basis of fifteen (15) semester hours equalling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree. A Master's degree in accounting may be substituted for one (1) additional year of the General Experience. Certification in any of the following may be substituted for one (1) additional year of the General Experience: Certified Public Accountant, Certified Internal Auditor.

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 (CTHR-12) to:

Linda Shackett-Blue
Department of Administrative Services/SmART Unit
165 Capitol Avenue, 5th fl northeast
Hartford, CT 06106
FAX 860-713-7473
linda.shackett-blue@ct.gov

we cannot confirm receipt of your application package

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.