

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES

JOB OPPORTUNITY

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 Accountant, State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer as mentioned below.

**Location:** 410 Capitol Avenue, Hartford, CT 06106

**Job Posting No:** OC108440

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

**Salary Range:** \$62,411.00 - \$80,682.00

**Posting Date:** June 12, 2014 **Closing Date:** June 26, 2014

**Eligibility Requirement:**

Candidates must have applied for and passed the 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:** payroll expenditure analysis and reporting (\$200 million), telecommunications billings, housing assistance analysis and reporting (\$3.5 million), and Acquired Brain Injury analysis and reporting (\$17million), review, assemble and may enter human service contract information into the department's contract database, will be required to download and analyze data from Core CT or other databases, process quarterly allotments, provide staff training and assistance, establish and maintain unit procedures and perform related duties as required.

**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  
[Maria.D.DeJesus@ct.gov](mailto:Maria.D.DeJesus@ct.gov)

**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. **(P-5)**