State of Connecticut
JOB POSTING

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES

JOB OPPORTUNITY

ACCOUNTANT

Office of the Commissioner - Fiscal Services Bureau

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: Connecticut Valley Hospital, Havilland Hall, Middletown, CT 06457

Job Posting No: OC97270

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

Salary Range: (AR 23) $66,213.00- $85,597.00

Posting Date: October 20, 2015 **Closing Date:** October 26, 2015

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: Responsible for preparing CORE-CT Spreadsheet Journals to correct/change coding of payments, deposits and Payroll entries; code deposits in CORE-CT; billing of expenses to other State agencies and/or outside vendors; post-audit expenditures to identify coding errors and issues involving Withholding information; monthly reconciliation of un-cashed checks; quarterly reconciliation of contract payments; assist with quarterly payments of non-profit contracts; approve Vouchers in CORE-CT; maintain the excel database for payments of Personal Services Agreement contracts.

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 4th Floor
410 Capitol Avenue,
Hartford, CT 06106
Fax: (860) 418-6697
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)**