

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES
JOB OPPORTUNITY

ASSOCIATE ACCOUNTS EXAMINER #OC34369

Office of the Commissioner - Fiscal Services Division – Central Contracting Unit

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

Open To: Candidates on the current exam list for Associate Accounts Examiner
Location: 410 Capitol Avenue, Hartford, CT 06106
Job Posting No: OC34369
Schedule: Monday - Friday, 8:00 a.m. – 4:30 p.m., Full time, 40 hours per week
Salary: \$ 71,988.00
Posting Date: December 31, 2013 **Closing Date:** January 9, 2014

Eligibility Requirement:

Candidates must have applied for and passed the Associate 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.**

Duties include: The duties of this position include: examination of complex contracts for four human services agencies as part of a new Central Contracting Unit; review contract budgets, fiscal reports and budget revisions; performs complex financial examination work; analyze fiscal data; ensures compliance with State and Federal regulations and requirements; conducts audits for contracts; other duties as required.

Knowledge, Skills and Abilities: Candidates should possess excellent interpersonal, oral and written communication skills and a working knowledge of the Microsoft Office Suite of Programs, Access and CORE-CT

Experience with Human Service Contracts preferred.

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)**