

DEPARTMENT OF MENTAL HEALTH & ADDICTION SERVICES

JOB OPPORTUNITY

DIRECTOR OF INTERNAL AUDIT
OFFICE OF THE COMMISSIONER

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

Open To: DMHAS Employees
Location: 410 Capitol Avenue, Hartford, CT 06106
Job Posting No: OC109526
Hours: 8:00 a.m. – 4:30 p.m., Monday – Friday, (full time, 40 hours per week)
Salary Range: \$93,896.00- \$128,027.00
Closing Date: September 16, 2014

Duties include: The director conducts highly sensitive audits at the request of the Commissioner, Auditors of Public Accounts or other state or federal agencies including examinations of fraud and/or fraudulent behavior; oversight of professional staff conducting audits; liaison responsibilities with the Auditors of Public Accounts and Policy Services Unit of the Office of the State Comptroller; represents the Department during entrance/exit conferences; provides written responses to audit findings; reviews corrective action plans implemented as a result of audit recommendations made; ensure fiscal compliance with established policies, procedures, laws and regulations; writes and/or recommends policies and procedures to prevent waste, fraud and abuse; proposes recommendations for legislative change; ensures that services billed were provided, deemed clinically appropriate and accurately submitted for reimbursement; imposes sanctions; assist management in the effective discharge of their responsibilities by furnishing them with analyses, appraisals, recommendations, and pertinent comments concerning Departmental activities reviewed; performs related duties as required.

General Experience:

Nine (9) years of professional experience in a combination of financial and operational analysis in a large business or public service organization.

Special Experience:

Two (2) years of the General Experience must have been in a supervisory capacity.

Note: For State Employees, this is interpreted to be at the level of Supervising Accountant or Supervising Accounts Examiner.

Substitutions Allowed

College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling 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, business administration, finance, public administration or in a closely related field may be substituted for one (1) year of the General Experience.

Special Requirements: Incumbents in this class are required to be a Certified Public Accountant or a 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 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 APPLICATION TO:

DMHAS/Office of the Commissioner

Human Resources
410 Capitol Avenue, 4th Floor
Hartford, CT 06106

Maria.D.DeJesus@ct.gov

Fax: (860) 418-6697

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.