

DEPARTMENT of HOUSING  
JOB OPPORTUNITY  
ASSOCIATE ACCOUNTANT (2 positions)  
FINANCE UNIT

[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:** **034166 & 108895**  
**Hours:** 40 hrs/week, Monday thru Friday  
**Salary:** AR 26/\$71,988 - \$92,585  
**(New hires to state service start at the minimum)**

**Closing Date:** August 15, 2014

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

**Preferred skills & experience:** Demonstrated expertise in complex and voluminous accounting functions; CORE-CT for budget, accounts payable/receivable and financial reporting; contracts and contract management; federal and state accounting principles and practices; compiling and analyzing financial data, program statistics, categorizing expenditures and preparing reports. Ability to research and interpret state statutes as well as the ability to work independently.

**Examples of duties:** Performs essential segregated functions in CORE-CT to ensure timely processing and payment of invoices and/or funding requisitions; Coordinates with fiscal, program, and managerial staff of the Department and staff of other state agencies as needed, including, without limitation, DECD, OPM, DMHAS, DSS, and the State Comptroller, regarding the Department's budgeting and accounting activities; Assists in the preparation of annual spending plans; Establishes, implements, and/or modifies accounting sub-systems such as procedures for paying and collecting activities, procedures for issuance of grants, loans or subsidies; Establishes and/or modifies account charts for classification of transactions; Maintains fiscal controls, including, without limitation, in connection with non-routine expenditures based on management priorities and policies; Analyzes relevant data and contractual requirements and based on such analysis makes recommendations regarding timing and amounts of expenditures; Manages various phases of budget preparation and control such as preparing estimates of costs of existing or new programs, offices or divisions, preparing budget requests, appropriation schedules, monthly budget reports and year end budget reports; Reviews and evaluates financial reports of contractors and grantees of the Department; Administers fiscal aspects of Department programs by reviewing funding applications for approval, researching and preparing estimates of costs of proposed programs, interpreting contracts for approval of expenditures, analyzing grantees' financial records and reports for compliance with expenditure requirements; Monitors fiscal aspects of contract administration by reviewing and interpreting contracts for approval of routine and non-routine expenditures, preparing or approving schedules of fees in regard to specific contracts; Provides staff training and assistance; Acts as liaison with other operating units of the Department, other state agencies, local and federal governmental bodies, and others regarding Department policies and procedures; Coordinates with contractors and grantees regarding invoices, payments, reporting requirements, and other fiscal matters; May coordinate fiscal or financial workflow for the Department of one or more functional units of the Department; May supervise other staff; May conduct or assist in conducting performance evaluations; May assign and review work of other staff; May establish and maintain procedures for the Department of one or more functional units of the Department; and Performs other related duties as required.

**Knowledge, Skills and Abilities:** Considerable knowledge of professional accounting principles and practices including governmental accounting and budgeting; interpersonal skills; oral and written communication skills; considerable ability to analyze and evaluate financial records, methods and procedures; ability to devise and install accounting procedures and systems; some supervisory ability.

**General Experience:** Seven (7) years of experience in accounting or auditing.

**Special Experience:** One (1) year of the General Experience must have been at the level of Accountant, Auditor or Accounts Examiner with responsibility for the exercise of independent analysis and judgement in the application of professional accounting principles and practices.

**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, 5<sup>th</sup> fl northeast**  
**Hartford, CT 06106**  
**FAX 860-713-7473**  
[linda.shackett-blue@ct.gov](mailto: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.