

OFFICE OF THE STATE COMPTROLLER  
JOB OPPORTUNITY  
INFORMATION TECHNOLOGY SUBJECT MATTER EXPERT  
ACCOUNTS PAYABLE DIVISION

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

**Open To:** Candidates on a current examination list.  
**Location:** 55 Elm Street, Hartford, CT  
**Job Posting No:** 00000684  
**Hours:** Full-Time (35 hr. /per week)  
**Salary:** \$77,916 (EU 32) Starting Annual Salary  
**Closing Date:** July 12, 2013 - Application materials must be received by 5:00 p.m. by this date

**Eligibility Requirement:** Candidates must have applied for and passed the **Information Technology Subject Matter Expert** 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.**

The Office of the Office of the State Comptroller (OSC) is currently seeking qualified candidates to fill an **Information Technology Subject Matter Expert** position in the **Accounts Payable Division**. This class is accountable for functioning as a Subject Matter Expert in one of the following functions: systems development, systems programming. This class also provides technical leadership and consultation in the areas of systems integration, data base management or the operational support of highly complex technologies.

**Example of Duties:** Acts as a consultant to OSC Accounts Payable Division (OSC-APD) management, department supervisors, key employees, and the Core-CT Financial Team regarding all Statewide Accounts Payable functions including: IRS 1099 processes, FOIA reporting, vendor maintenance, pay cycle processing as well as any other processes in Core-CT that may affect OSC-APD staff, such as electronic invoicing, P-Card payment processing and reporting. Researched and troubleshoots problems experienced by agency users and especially AP staff; recommends solutions, including temporary work-around or modifications to the application. Analyzes technologies supporting multiple CORE-CT modules within the Core-CT software applications. Develops highly complex customizations of the software. Acts as the subject matter expert to the Oracle/PeopleSoft administrators. Serves as the Project Manager on various IT projects for the Accounts Payable Division.

**Knowledge, Skills and Abilities:** Considerable knowledge and ability to apply principles and techniques in the following: information systems analysis and design; application systems development; business planning functions; project management. Considerable oral and written communication skills; Considerable ability to analyze IT system problems and implement effective solutions.

**Preferred Skills:**

- **Five years of application development experience, preferably on financial/accounting systems using three or more of the following: Oracle Database, SQL, HTML, XML file creation, SQR, Crystal Report, COBOL and VB.**
- **Proven ability to effectively document programs and procedures**
- **End-user training experience**
- **Proven experience with multiple applications, databases, programming languages, operating systems**
- **Proven MS suite experience; Access Excel, PowerPoint, Outlook**
- **Experience working with large enterprise packaged software systems such as PeopleSoft, Oracle, or SAP**
- **Experience with a rapid development tool such as Oracle Application Designer or MS.Net**

**Experience and Training:**

**General Experience:** Nine (9) years of experience in infrastructure systems support, programming, database administration, systems/software development, networking or technical support.

**Special Experience:** Two (2) years of the General Experience must have been performing advanced technical level duties or as a working supervisor in one of the following areas: 1.) Designing, configuring and implementing complex networks. 2.) Configuring, installing and upgrading host based applications packages and host and/or operating system software. 3.) System software/application development.

**Substitutions Allowed:** 1.) College training in Management information systems, computer science or information technology related area may be substituted for the General Experience and the basis of fifteen (15) semester hours equaling six (6) months of experience to a maximum of four (4) years for a Bachelor's degree. 2.) A Master's degree in management information systems, computer science or electrical engineering may be substituted for one (1) additional year of the General Experience.

**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 must submit a cover letter, a resume, three (3) letters of professional references from current and/or previous supervisors and Application for Examination or Employment (Form CT-HR-12), original and one copy. Please indicate the job posting number on the application form. Candidates may include samples of work products to demonstrate experience and skills with the application or have them available at the interview. Please do not submit more than 10 pages with the application. State employees must include a copy of their last three (3) Performances Evaluations in lieu of references no later than the closing date at the top of this announcement to:

**Grace Soares, Human Resources Associate  
Office of the State Comptroller/Human Resources  
55 Elm Street, 2nd Floor, Room 208  
Hartford, CT 06106**

**OR**

**Fax to: (860) 702-3324 (if faxing, only one application is necessary)**

**E-Mail: [grace.soares@po.state.ct.us](mailto:grace.soares@po.state.ct.us)**

**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.