

**OFFICE OF GOVERNMENTAL ACCOUNTABILITY
OFFICE OF THE EXECUTIVE ADMINISTRATOR
JOB OPPORTUNITY**

ASSOCIATE ACCOUNTANT (JOB CLASS 0941) PCN 316

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

Open To: Candidates on the current exam list and lateral transfers

Location: 18-20 Trinity St., Hartford, CT Refer to www.ct.gov/oga for a description of the agency

Hours: 40 per week Monday-Friday

Salary: AR-26 \$74,148 – \$95,363 annual (new hires to State service start at the minimum)

Closing Date: August 22, 2014

Eligibility Requirement:

Candidates must be on the current certification list promulgated by the Department of Administrative Services (DAS) for the classification of Associate Accountant. State employees currently holding that title or those who have previously attained permanent status may apply for lateral transfer.

Required Knowledge, Skill and Abilities:

Refer to DAS Class Specification for class code 0941 Associate Accountant.

Preferred skills and experience:

Demonstrated expertise in complex and diversified accounting functions; CORE-CT proficiency in budget, accounts payable/receivable and financial reporting; compile and analyze complex financial statements and reports. Ability to manage several budget preparation and implementation processes. Ability to research, interpret and apply appropriate statutory or regulatory authority to assigned functions. Must be able to work independently and routinely meet pre-established deadlines. Experience processing payroll is beneficial.

Example of Duties:

Establishes and implements accounting sub-systems such as procedures for paying and collecting activities, purchasing, establishment of account charts for classification of transactions; maintains fiscal controls by authorizing non-routine expenditures based on management priorities and policies, examining data and making 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, preparing budget requests, appropriation schedules, monthly budget reports and year end budget reports; administers fiscal aspects of grant programs by reviewing funding applications for approval, researching and preparing estimates of costs of proposed grant programs, interpreting grant contracts for approval of grant expenditures, analyzing grantees financial records and reports for compliance with grant expenditure requirements; monitors fiscal aspects of contract administration by reviewing and interpreting contracts for approval on non-routine expenditures, preparing or approving schedules of fees in regard to specific contracts; determines priorities; provides staff training and assistance; conducts or assists in conducting performance evaluations; acts as liaison with nine divisions that comprise OGA, the OSC, DAS, CORE-CT support staff, the Auditor of Public Accounts; may coordinate unit workflow; may assign and review work; may establish and maintain unit procedures; performs related duties as required.

Application Instructions:

Qualified candidates must submit a cover letter, describing your suitability for the position, and the required CT-HR-12 State Employees Application, available online at http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf to:

OFFICE OF GOVERNMENTAL ACCOUNTABILITY--Human Resources Department
18-20 Trinity St. 5th Floor, Hartford, CT 06106

Preferred method of submission: by secure Fax to 860-622-4927 OR attached to e-mail sent to OGA.HR@ct.gov
Refer to PCN 316.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

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.