

DEPARTMENT OF SOCIAL SERVICES  
JOB OPPORTUNITY  
ASSOCIATE ACCOUNTANT  
DIVISION OF FINANCIAL MANAGEMENT & FISCAL ANALYSIS, ACCOUNTS PAYABLE UNIT

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

The Department of Social Services is currently accepting applications to fill one (1) Associate Accountant position within The Division of Financial Management & Analysis, Accounts Payable Unit located in our Hartford Central Office.

**Open To:** State Employees  
**Position:** Associate Accountant (AR-26)  
**Location:** 25 Sigourney Street, Hartford, CT  
**Job Posting No:** 33040  
**Salary Range:** \$69,891.00 - \$89,888.00 Annually  
**Closing Date:** January 26, 2012

**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.**

**EXAMPLE OF DUTIES:** The Accounts Payable unit is responsible for processing approximately 22,000 vouchers per year representing hundreds of millions in payments to support a range of our social services grantees. This includes emergency shelters, elderly service providers, weatherization and Low Income Home Energy Assistance providers, as well as a wide variety of other key Department services. Duties for this position include the review of payment requests to ensure accurate coding for payments to social services agencies and vendors of commodities and supplies, payment compliance with agency spending plans, creating payment vouchers in CORE-CT, writing conservator checks from the conservator check-writing system, acting as lead accountant for the processing of complex payment requests, in addition to acting as lead to resolve payment issues and problems with program staff and the Office of the State Comptroller.

**MINIMUM QUALIFICATIONS REQUIRED**

**KNOWLEDGE, SKILL AND ABILITY:** 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.

**EXPERIENCE AND TRAINING:**

**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 judgment in the application of professional accounting principles and practices.

**Substitutions Allowed:**

1. College training in accounting or a closely related field 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.
2. A Master's degree in accounting may be substituted for one (1) additional year of the General Experience.
3. 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 position will be filled by the mandatory Re-employment and Sebac Lists, which we are obligated to use. Applications will only be accepted from candidates who applied for the current Associate Accountant Examination No. 101100 and have received a passing score or State employees who have attained permanent status in the classification of Associate Accountant.

**APPLICATION PROCEDURE:** Candidates who meet the above requirements should complete a State of Connecticut Application for Examination or Employment (CT-HR-12). The CT-HR-12 Application Form may be downloaded from the State of Connecticut's Department of Administrative Services Human Resources Services' Website at: [www.das.state.ct.us/exam/default.asp#APPLICATION](http://www.das.state.ct.us/exam/default.asp#APPLICATION) FORMS. When faxing materials, keep a copy of your completed application and the fax transmittal receipt for your records. Please forward your completed State of Connecticut Application for Examination or Employment (CT-HR-12) to:

**Maria Taylor, Principal Human Resources Specialist**  
**Department of Social Services**  
**25 Sigourney Street – 12<sup>th</sup> Floor**  
**Hartford, CT 06106**

**Fax: (860) 951-2979**

**APPLICATIONS MUST BE RECEIVED BY THURSDAY, JANUARY 26, 2012, CLOSE OF BUSINESS**

**An Equal Opportunity / Affirmative Action Employer**

**The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.**