

DEPARTMENT OF SOCIAL SERVICES  
JOB OPPORTUNITY  
ASSOCIATE ACCOUNTANT  
DIVISION OF FINANCIAL MANAGEMENT & FISCAL ANALYSIS, GENERAL ACCOUNTING

**[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, General Accounting 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:** 33923

**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:**

- Operation and maintenance of the Department's Random Moment Sample System, critical to ensure appropriate cost allocation for all regional staff activities and the subsequent correct billings to federal agencies.
- Completion of the statutorily required Monthly Comprehensive Financial Status Report,
- Compilation and review of the Department's Annual GAAP Report, which involves pursuing, assembling and reviewing GAAP accounting submissions, an extensive effort taking up to two months to complete.
- CORE-CT Chartfield Maintenance Requests, developed and submitted to allow for the proper tracking and accounting necessary to reflect both the Department's organizational structure and its associated grant award and budgeting structures.
- Compiling and issuing the quarterly CORE-CT Chart of Accounts to assist all fiscal and program staff in the proper coding of their expenditure data.
- Maintaining CORE-CT Security for the Department, ensuring adequate fiscal controls exist to promote proper segregation of duties for both HR and financial functions.

**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.**