

**State of Connecticut
Department of Social Services
Job Opportunity**

SUPERVISING ACCOUNTS EXAMINER

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

Posting Date: December 6, 2011

Closing Date: December 16, 2011

The Department of Social Services is currently accepting applications to fill one (1) Supervising Accounts Examiner position located in the Office of Quality Assurance at our Central Office location in Hartford.

Open To: State Employees

Location: 25 Sigourney Street, Hartford, CT 06106

Job Posting No: Supervising Accounts Examiner
Position Number # 32751

Hours: 40 Hours Per Week

Bargaining Unit: Administrative & Residual (P-5)

Salary Range: \$77,796.00 - \$101,121.00 Annually (AR-29)

Eligibility Requirement:

Candidates must have applied for and passed the Supervising Accounts Examiner 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.

SUPERVISION RECEIVED: Receives general direction from an Accounting Manager, Fiscal/ Administrative Manager, or employee of higher grade

SUPERVISION EXERCISED: Supervises an accounts examination and support staff.

EXAMPLES OF DUTIES: Schedules, assigns, oversees, and reviews the work of staff; provides staff training and assistance; conducts performance evaluations; determines priorities and plans unit work; establishes and maintains unit procedures; develops or make recommendations on the development of policies and standards; prepares reports and correspondence; reviews audit reports for conformance with policies and regulations; conducts conferences with those audited; performs related duties as required.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE SKILL AND ABILITY: Considerable knowledge of relevant agency policies and procedures; considerable knowledge of and ability to apply relevant State and federal laws, statutes, and regulations; considerable knowledge of professional accounting and auditing principles and practices; considerable knowledge of governmental and commercial accounting; considerable interpersonal skills; considerable oral and written communication skills; considerable ability to analyze and evaluate accounting procedures; considerable ability to analyze financial records, documents, and reports; ability to prepare comprehensive reports; supervisory ability.

EXPERIENCE AND TRAINING:

General Experience: Eight (8) years of experience in accounting or auditing.

Special Experience:

One (1) year of the General Experience must have been performing the most complex accounting function or acting in a lead or consultative capacity at or above the level of Associate Accountant or Associate Accounts Examiner

SUBSTITUTION 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 equalling 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.

SPECIAL REQUIREMENT:

Incumbents in the class may be required to travel.

Note: This position may be filled by candidates from mandatory Re-employment/SEBAC Lists, which we are obligated to use. Applications will be accepted from candidates who have taken and passed the Supervising Accounts Examiner Examination Number 100042 and have received a passing score, or from state employees who already have attained permanent status in this class.

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#APPLICATIONFORMS. When faxing materials, keep a copy of your completed application and the fax transmittal receipt for your records, and **do not mail a copy of your application form if you have faxed the materials**. Due to the large number of applications received, we cannot confirm receipt of applications. Please mail or fax 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 – 12th Floor
Hartford, CT 06106

Fax: (860) 951-2979

APPLICATIONS MUST BE RECEIVED BY TUESDAY, DECEMBER 16, 2011 CLOSE OF BUSINESS

An Equal Opportunity / Affirmative Action Employer