

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

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

**Posting Date: July 16, 2013**

**Closing Date: July 24, 2013**

The Department of Social Services is currently accepting applications to fill one (1) Accounting Manager position located in the Office of Quality Assurance / Medicaid Fraud Unit located in our Hartford Central Office.

**Open To: State Employees only**

**Position: Accounting Manager MP 64  
Position Numbers #105066**

**Salary Range: \$81,033.00 - \$103,945.00**

**Location: 25 Sigourney Street, Hartford, CT 06106**

**Eligibility Requirements:** Candidates must have applied for and passed the Accounting Manager 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.

**EXAMPLES OF DUTIES:** The Accounting Manager within the Provider Audit Unit will be responsible for managing the audit teams of medical providers and/or sub grantees; coordinates, plans, and manages teams' activities; plans and implements policies and procedures for accounting and/or auditing activities and staff; monitors and reviews activities and evaluates staff; consults with individuals both within and outside unit regarding accounting and fiscal practices and problems; prepares and reviews financial and managerial reports; consults with EDP experts in planning and implementation of financial aspects of EDP systems; utilizes EDP systems for financial analysis; performs related duties as required.

**MINIMUM QUALIFICATIONS REQUIRED**

**KNOWLEDGE SKILL AND ABILITY:**

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 accounting and budgeting principles; knowledge of and ability to apply management principles and techniques; considerable interpersonal skills; considerable oral and written communication skills; considerable ability to devise, implement and evaluate accounting procedures and systems; ability to utilize EDP systems for financial management.

**EXPERIENCE AND TRAINING:**

**General Experience:**

**Nine (9) years' experience in accounting or auditing.**

**Special Experience:**

**Two (2) years' experience performing the most complex accounting functions OR acting in a lead or consultative capacity at 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 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: 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 Accounting Manager Examination Number 130520 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#APPLICATION\\_FORMS](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, 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 (PLD-1) to:

**Kristina Grodzicki, Human Resources Specialist  
The Department of Social Services  
Human Resources Division  
25 Sigourney Street – 12<sup>th</sup> Floor  
Hartford, CT 06106**

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

**APPLICATIONS MUST BE RECEIVED BY WEDNESDAY, JULY 24, 2013, CLOSE OF BUSINESS  
An Equal Opportunity / Affirmative Action Employer**