

DEPARTMENT OF SOCIAL SERVICES
ANTICIPATED JOB OPPORTUNITY
ACCOUNTS EXAMINER
DIVISION OF QUALITY ASSURANCE

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

Posting Date: May 21, 2013

Closing Date: May 30, 2013

The Department of Social Services is currently accepting applications for six (6) Accounts Examiner positions, within the Division of Quality Assurance/Medicaid Fraud Unit, located in our Hartford Central Office.

Open To: CANDIDATES ON CURRENT EXAM LIST
Position: Accounts Examiner
Location: 25 Sigourney Street, Hartford, CT
Job Posting No: 105068, 105069, 105070, 105071, 105072, 105073
Salary Range: (AR – 23) \$60,593.00 - \$78,332.00 Annually

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

EXAMPLE OF DUTIES: Conducts or participates in examinations of financial records and documents of state agencies, businesses, municipalities or other organizations which are monitored by the state; prepares for examinations by reviewing prior audit reports, financial statements, budgets or other available data; for an on-site audit meets with officials of organization being examined to discuss audit procedures, answers questions and obtains necessary information and records; utilizes EDP systems for financial records, reports and analysis; examines various financial records including revenue, expenditure, payroll and grant accounting; examines and reconciles accounting records with supporting data, such as vouchers, invoices and cash receipts; determines compliance of various complex financial documents with applicable regulations; examines accounting methods and procedures to ensure compliance with accepted accounting principles, laws and regulations and state or federal requirements; for an on-site audit reviews and discusses audit findings with officials of organization audited; prepares unit reports explaining results and making recommendations; may participate in hearings or conferences; may prepare remittance schedules for collection or delinquent accounts and arrange for attachments as required; performs related duties as required.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY: Knowledge of and ability to apply professional accounting and auditing principles and practices; knowledge of and ability to apply relevant statutes and regulations; interpersonal skills; oral and written communication skills; ability to analyze financial records, documents and reports; ability to prepare comprehensive reports including narrative and statistical sections; ability to utilize EDP systems for financial management.

EXPERIENCE AND TRAINING

General Experience:

Six (6) years of experience in accounting or auditing.

Special Experience

Two (2) years of the General Experience must have been at the paraprofessional level. Work at the paraprofessional level requires the exercise of some independent judgment in applying basic accounting principles and may be compared to the level of a full charge bookkeeper. For state employees this is the level of Assistant Accountant

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) year of the General and Special Experience: Certified Public Accountant, Certified Internal Auditor.
4. Two (2) years of experience as an Assistant Accountant may be substituted for the General and Special Experience.

SPECIAL REQUIREMENT:

Incumbents in this 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 Accounts Examiner Examination Number 062692 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.

Please Note: Due to the large volume of applications, you must mail a copy of your application. Please forward your completed State of Connecticut Application for Examination or Employment (CT-HR-12) to:

**Kristina Grodzicki, Human Resources Specialist
Department Of Social Services
25 Sigourney Street,
Hartford, CT 06106**

APPLICATIONS MUST BE POSTMARKED AND RECEIVED ON OR BEFORE THURSDAY, MAY 30, 2013, CLOSE OF BUSINESS

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.