

Department of Social Services
JOB OPPORTUNITY
ASSOCIATE ACCOUNTANT

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

Posting Date: January 12, 2015

Closing Date: January 16, 2015

The Department of Social Services is currently accepting applications to fill one (1) Associate Accountant position within the Department located in our Hartford Central Office.

Open To: The Public and State Employees
(Candidates who have taken and passed Exam Number 130251)

Hours: Monday – Friday, 40 hours per week

Position: Associate Accountant (AR-26)

Location: 55 Farmington Ave., Hartford, CT

Bargaining Unit: Administrative & Residual (P-5)

Job Posting No: 108461

Salary Range: \$74,148.00 - \$95,363.00 Annually

EXAMPLE OF DUTIES: Establishes and implements accounting sub-systems such as procedures for paying and collecting activities, procedures for issuance of grants, loans or subsidies, establishment of rates or schedules of fees, establishment of account charts for classification of transactions; maintains fiscal controls by authorizing non-routine expenditures based on management priorities and policies, examining data and making recommendations regarding timing and amounts of expenditures; manages various phases of budget preparation and control such as preparing estimates of costs of existing or new programs, offices or divisions, preparing budget requests, appropriation schedules, monthly budget reports and year end budget reports; administers fiscal aspects of grant programs by reviewing funding applications for approval, researching and preparing estimates of costs of proposed grant programs, interpreting grant contracts for approval of grant expenditures, analyzing grantees financial records and reports for compliance with grant expenditure requirements; monitors fiscal aspects of contract administration by reviewing and interpreting contracts for approval on non-routine expenditures, preparing or approving schedules of fees in regard to specific contracts; determines priorities; provides staff training and assistance; conducts or assists in conducting performance evaluations; acts as liaison with other operating units, agencies and outside officials regarding unit policies and procedures; may coordinate unit workflow; may assign and review work; may establish and maintain unit procedures; performs related duties as required.

MINIMUM QULIFICATIONS 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.

Note: The position may 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. 130251 and have received a passing score or State employees who have attained permanent status in the classification of Associate Accountant.

APPLICATION PROCEDURE: Interested and qualified candidates who meet the above requirements should submit a cover letter, a State of Connecticut Application for Examination or Employment (CT-HR-12), cover letter, and two (2) letters of professional reference from current and/or previous supervisors. The CT-HR-12 Application Form may be downloaded from the State of Connecticut's Department of Administrative Services Human Resources website at: [www.das.state.ct.us/exam/default.asp#APPLICATION FORMS](http://www.das.state.ct.us/exam/default.asp#APPLICATION_FORMS). In lieu of references, State employees must submit copies of their two most recent performance evaluations. All materials submitted must be **in DUPLICATE**. Please be sure to specify the job posting number on all application materials.

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) and related documentation to:

Kelly Geary
Principal Human Resources Specialist
Department of Social Services
55 Farmington Ave.
Hartford, CT 06105

Due to the large number of applications received, we are unable to field phone inquiries to confirm receipt of applications.

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY TUESDAY, JANUARY 16, 2015

~PLEASE BE ADVISED THAT HAND-DELIVERED APPLICATIONS WILL NOT BE ACCEPTED~

~TWO (2) COMPLETE SETS OF ALL APPLICATION MATERIALS MUST BE SUBMITTED~

FAXED APPLICATIONS WILL NOT BE ACCEPTED

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.