

DEPARTMENT OF REHABILITATION SERVICES
JOB OPPORTUNITY
ASSOCIATE ACCOUNTANT

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

The Department of Rehabilitation Services presently is accepting applications to fill one (1) Associate Accountant position in its Business Services Division located at its Central Office in Hartford.

Open To: The Public and State Employees

Position: Associate Accountant (AR-26)

Location: 25 Sigourney Street, Hartford, CT

Job Posting No: 102743

Hours: Monday – Friday 40 hours-per-week

Salary Range: \$69,891.00 - \$89,888.00 Annually (AR-26)

Closing Date: September 21, 2012

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 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: This position may be filled by candidates from mandatory Re-employment and SEBAC Lists, which we are obligated to use. Applications will be accepted from candidates who have taken the current Associate Accountant Examination Number 101100 and have received a passing score, and from state employees who already have attained permanent status in this job 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. When faxing materials, please 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:

**Melvin A. Jackson, 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 FRIDAY, SEPTEMBER 21, 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.**