

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

**DURATIONAL POSITIONS  
30 MONTHS**

**Accountant**

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

**Posting Date: December 5, 2013**

**Closing Date: December 11, 2013**

The Department of Social Services is currently accepting applications for two (2) Accountant positions within the Division of Financial Services, located in our Hartford Central Office.

**Eligibility Requirements: Applicants must have taken and passed the current Department of Administrative Services Examination Number 062691 for Accountant. State of Connecticut Employees who are currently classified at this level or previously attained permanent status in this classification will be considered for lateral transfer.**

**Open To: The Public and State Employees**

**Position: Accountant (AR-23)  
Position Numbers: 106328, 106329**

**Salary Range: \$62,411.00 - \$80,682.00 Annually (AR-23)**

**Bargaining Unit: Administrative and Residual (P-5)**

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

**DUTIES AND RESPONSIBILITIES:**

The duties assigned will include the following functions:

- Assist in the development of the monthly cashbook including reconciliation of issuance data, refund data and other items related to the cashbook.
- Download data from various electronic sources into Access databases.
- Process stop payments / ACH voids and reissues to clients and providers.
- Process EBT debits.
- Process direct deposit forms including activation, deactivations and changes.
- Various Child Support accounting functions.

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- Various CORE-CT lookup tasks and running EPM queries.
- Reconciliation of the "Funds Awaiting Distribution" account.
- Various Boarding Home accounting functions and related communication.

**MINIMUM QUALIFICATIONS REQUIRED  
KNOWLEDGE, SKILL AND ABILITY:**

Knowledge of professional accounting principles and practices including knowledge of governmental accounting and budgeting; knowledge of basic auditing principles and practices; interpersonal skills; oral communication skills; ability to prepare, analyze and evaluate financial statements and other accounting records and reports; ability to analyze and evaluate accounting methods and procedures; ability to utilize EDP systems for financial management; ability to read and interpret written materials.

**Note: This position may be filled by candidates from mandatory Re-employment and SEBAC Lists which we are obligated to use.**

**APPLICATION PROCEDURE:** Candidates who meet the above requirements should complete a State of Connecticut Application for Examination or Employment (CT-HR-12) and two letters of professional references from current and/or previous supervisors. State employees must submit their two most recent performance appraisals in lieu of references. The 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. **Do not mail a copy of your application form if you have faxed the materials.** Please forward your completed State of Connecticut Application for Examination or Employment (CT-HR-12) and documentation requested to:

**Maria Taylor, Principal Human Resources Specialist  
Department of Social Services  
25 Sigourney Street – 12<sup>th</sup> Floor  
Hartford, CT 06106**

**(860) 951-2979**

**APPLICATIONS MUST BE RECEIVED BY WEDNESDAY, DECEMBER 11, 2013, CLOSE OF BUSINESS**

**An Equal Opportunity / Affirmative Action Employer**