

State of Connecticut  
The Department of Social Services  
Job Opportunity

**ASSOCIATE ACCOUNTS EXAMINER**

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

Posting Date: October 17, 2014

Closing Date: October 24, 2014

The Department of Social Services is currently accepting applications for one (1) Associate Accountant Examiner in the Quality Assurance Division, located in our Hartford Central Office.

Open To: **Exam list candidates or state workers holding status in class**

Position: Associate Accounts Examiner

Position Number 109249

Bargaining Unit: Administrative & Residual Employees Union (P-5)  
\$74,148 - \$95,363 (AR 26)

Location: 55 Farmington Avenue, Hartford, CT 06105

**EXAMPLES OF DUTIES:** The Associate Accounts Examiner position will be responsible for coordinating and conducting activities to prevent, detect, and investigate fraud, waste, and abuse in programs administered by the Department of Social Services, including but not limited to the Connecticut Medical Assistance Program (CMAP). Responsibilities include: Conducting investigations of health care providers; analyzing and preparing computer generated data reports; performing field investigations; producing comprehensive investigation reports and exhibits; working independently or in teams to develop and implement investigation strategies.

The preferred candidate will possess the ability to objectively interpret and apply relevant statutes and regulations; considerable ability to prepare comprehensive reports and exhibits; possess knowledge of intelligence databases and their use in investigations; ability to work independently; experience with Microsoft Excel, Microsoft Access and Microsoft Word.

**MINIMUM QUALIFICATIONS REQUIRED**

**KNOWLEDGE, SKILL AND ABILITY:** Considerable knowledge of professional accounting and auditing principles and practices; considerable knowledge of governmental and commercial accounting; strong interpersonal skills; oral and written communication skills; considerable ability to analyze financial records, documents, and reports; ability to prepare reports including narrative and statistical sections; 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 professional level.

Note: Professional level accounting or auditing is interpreted as work performed as a professional 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.

**Substitutions Allowed (contd.):**

2. A Master's degree in accounting may be substituted for one (1) year of the General Experience.
3. Certification in any of the following may be substituted for one (1) year of the General Experience: Certified Public Accountant, Certified Internal Auditor.

**SPECIAL REQUIREMENT:** Incumbents in this class may be required to travel.

**Note:** This position may be filled by candidates from the mandatory Re-employment and SEBAC Lists, which we are obligated to use. Applications also will be accepted from state employees who have attained permanent status in the class and from candidates who have taken and passed the current examination for Associate Accounts Examiner.

**APPLICATION PROCEDURE:** Candidates who meet the above requirements should forward a completed 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 website at: [www.das.state.ct.us/exam/default.asp#APPLICATION FORMS](http://www.das.state.ct.us/exam/default.asp#APPLICATION FORMS). Please **mail** your completed State of Connecticut Application for Examination or Employment (CT-HR-12), cover letter and three (3) supervisory reference letters (*State employees must submit their two (2) most recent Performance Appraisals in lieu of references*) **in duplicate** to:

**Kelly Geary, Principal Human Resources Specialist  
Department of Social Services  
Human Resources Division – 5<sup>th</sup> Floor  
55 Farmington Avenue  
Hartford, CT 06105**

Due to the large volume of applications received, we are unable to field phone inquiries.

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

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

**APPLICATIONS MUST BE RECEIVED BY FRIDAY, OCTOBER 24, 2014.**

**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.*