

OFFICE OF THE STATE COMPTROLLER
INTERNAL JOB OPPORTUNITY
STATE COMPTROLLER DIVISION DIRECTOR
ACCOUNTS PAYABLE DIVISION

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

Open To: Current Employees of the Office of the State Comptroller
Location: Accounts Payable Division – 55 Elm Street, Hartford, CT 06106
Job Posting No: #790
Hours: 7:30 – 4:30
Salary: (MP 73) \$115,352 - \$157,284
Closing Date: March 10, 2014. Application materials must be received by 5:00 p.m. by this date

The Office of the State Comptroller is seeking qualified candidates to fill the anticipated vacancy of a State Comptroller Division Director position within the Accounts Payable Division. This position is accountable for directing the staff, programs and activities of the Accounts Payable Division.

Eligibility Requirement: Current permanent employees of the Office the State Comptroller who meet the minimum experience and training requirements as indicated below.

Example of Duties: Evaluates operational needs of the Accounts Payable Division ensuring effective and efficient accounting practices are applied; enforces state agency policies in the performance of all administrative duties; establishes Division goals and objectives; administers the implementation of agency procedures related to the operational activities of the division; plans, develops and oversees the implementation of accounting procedures; prepares periodic complex analytical reports for management; develops and/or modifies statutory legislation affecting Division operations and Core-CT functionally; directs the planning of upgrades affecting the procurement, accounts payable, vendor file, vendor self-serve modules and other integral components of the state's accounting system; advises Core-CT management of purchasing, accounting, vendor policies, and procedures and the relationship to accounting system logic; oversees development of internal accounting controls and effective procedures for compliance with generally accepted accounting principles; directs all operations affecting procurement, accounts payable, vendor file, and other established fiscal processes; oversees IRS 1099 reporting and the issuance of standard information reports to vendors, all other recipients, and the IRS; directs staff in responding to State of Connecticut Freedom of Information Act requests; advises statewide fiscal staff of proper accounting practices and established procedures; provides training to agency users for existing and new processes; develops, modifies and updates the State Accounting Manual to include all operational activities of the Division; directs fiscal year-end processes for all procurement, accounts payable, and vendor file operations.

Preferred Qualifications:

- Superior Management Experience including organizing and directing multiple operating units and supervising and motivating professional and technical staff
- Strong background in Accounting/Auditing especially relating to State Accounts Payable operations
- Knowledge of Federal and State Compliance Matters
- Ability to delegate effectively, balance competing priorities, and manage multiple tasks simultaneously
- Excellent interpersonal and communication skills
- Strong analytical, problem-solving and organizational strategic planning skills to foster program goals and objectives
- Strong knowledge of PeopleSoft software and/or the State's Core-CT system

Experience and Training:

General Experience: Ten (10) years of experience in accounting, auditing, business administration with a major emphasis in an accounting area, the administration of employee pension plans or other benefit programs, or legal experience in the area of benefits administration.

Special Experience: Three (3) years of the General Experience must have been in a managerial capacity.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Eligible* and current employees of the Office of State Comptroller who are interested and meet the above qualifications must submit a cover letter, resume, copies of three (3) letters of professional reference and an Application for Examination or Employment (Form CT-HR-12 – available at: http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf. Please indicate the job posting number on the application form) no later than the closing date at the top of this announcement to:

Grace Soares, Human Resources Associate
Office of the State Comptroller/Human Resources
55 Elm Street, 2 Floors, Room 208
Hartford, CT 06106

INCOMPLETE APPLICATION PACKAGES AND THOSE RECEIVED AFTER THE CLOSING DATE INDICATED ABOVE WILL NOT BE CONSIDERED.

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.

*To be eligible for an internal agency promotional examination, employees must have permanent status within the agency.

