

State of Connecticut
JOB POSTING

DEPARTMENT OF PUBLIC HEALTH
POSTING OF VACANCY

"DPH employees are strongly encouraged to apply"

Accounts Examiner

Administration – Contracts & Grants Management

POSTING DATE: January 15, 2016

CLOSING DATE: January 25, 2016 *

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

OPEN TO: Candidates who are on a current certification list

POSITION CONTROL NUMBER: 100041EH **NOTE: THIS NUMBER MUST BE INCLUDED ON YOUR APPLICATION**

LOCATION: 410 Capitol Avenue, Hartford, CT

SHIFT/HOURS: 1st Shift/40 hours/week

SALARY GROUP/RANGE: AR 23/\$66,213*-\$85,597 (*NEW State Employees)

NOTE: Candidates must have applied for and passed the **Accounts Examiner** exam and be on the current certification list promulgated by the Department of Administrative Services. State employees currently holding the above title or those who have previously attained permanent status in the class may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

Preferred Skills:

- Experience creating accounting record entries in journals and ledgers;
- Experience acquiring and coordinating input from multiple individuals and official sources such as statutes, regulations, and grant requirements to establish financial recording requirements;
- Experience reviewing or auditing financial records and identifying deficiencies in system controls or compliance with identified requirements;
- Experience creating financial record tracking/monitoring spreadsheets in MS Excel, which incorporate complex formulas;
- Experience providing training presentations and providing one-on-one or group guidance to individuals concerning reporting requirements, procedures, or methods;
- Experience preparing comprehensive written reports;
- Experience looking-up and/or recording financial information in Electronic Data Processing Systems (EDP) and the CORE-CT financial system.

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.

EXPERIENCE AND TRAINING

General Experience: Six (6) years experience in accounting or auditing.

Special Experience: Two (2) years of the General Experience must have been at the paraprofessional level. Work at the paraprofessional level requires exercise of some independent judgment in applying basic accounting principles and may be compared to the level of a full charge bookkeeper. For state employees this is the level of Assistant Accountant.

Substitution 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) year of the General and Special Experience: Certified Public Accountant, Certified Internal Auditor.
4. Two (2) years of experience as an Assistant Accountant may be substituted for the General and Special Experience.

SPECIAL REQUIREMENT:

Incumbents in this class may be required to travel.

PLEASE NOTE: This position will be filled in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

Application Instructions: ANYONE WISHING TO APPLY FOR THIS POSITION MUST SUBMIT A COMPLETE State of Connecticut Application Form for Examination and Employment (Form CT-HR-12), INCLUSION OF A RESUME IS OPTIONAL. THE ENTIRE APPLICATION PACKAGE MUST BE RECEIVED NO LATER THAN THE CLOSING DATE AT THE TOP OF THIS FORM AT:

FAX: 860-730-8386

EMAIL: dph.recruitment@ct.gov

If mail is necessary, please send to:

DEPARTMENT OF PUBLIC HEALTH

410 Capitol Avenue, MS #13PER

PO Box 340308

Hartford, CT 06134-0308

* The closing date is for this posting. This may differ from the examination closing date for a competitive examination. Questions regarding this process should be directed to the Human Resources Office (Recruitment Hotline, 860-509-7223).

THE DEPARTMENT OF PUBLIC HEALTH AIMS TO PROVIDE EQUAL OPPORTUNITY IN ALL ASPECTS OF EMPLOYMENT AND ADVANCEMENT, FOSTERING AN ENVIRONMENT COMMITTED TO SUPPORTING INDIVIDUALS IN ALL PROTECTED CLASSES. IF YOU REQUIRE AID/ACCOMMODATION TO PARTICIPATE FULLY AND FAIRLY, PLEASE CONTACT THE AFFIRMATIVE ACTION OFFICE AT 860-509-7220.