

DEPARTMENT OF PUBLIC HEALTH
POSTING OF VACANCY

DPH Employees are strongly encouraged to apply

ASSOCIATE ACCOUNTS EXAMINER
ADMINISTRATION – CONTRACTS AND GRANTS MANAGEMENT SECTION

POSTING DATE: January 6, 2016

CLOSING DATE: January 13, 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: 113234EH **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 26/ \$76,373*-\$98,224 (**NEW State Employees**)

NOTE: Candidates must have applied for and passed the Associate 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 applying professional accounting and auditing principles and practices;
- Experience applying relevant statutes and regulations;
- Experience utilizing interpersonal skills; including experience working with interagency personnel and interacting with external sources to access needed records;
- Experience utilizing oral communication skills; including presenting materials and financial reports;
- Experience analyzing financial records, documents and reports;
- Experience utilizing written communication skills; including experience preparing comprehensive reports; and
- Experience using EDP and Core-CT financial or similar systems.

MINIMUM QUALIFICATIONS REQUIRED

Knowledge, Skill and Ability:

Considerable knowledge of professional accounting and auditing principles and practices; considerable knowledge of governmental and commercial accounting; 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.

General Experience:

Seven (7) years of experience in accounting or auditing.

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 equalling 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.

Special Requirement:

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 judgement in the application of professional accounting principles and practices.

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.