

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

Durational Accounting Careers Trainee/Accounts Examiner

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

Posting Date: July 1, 2009

Closing Date: July 15, 2009

The Department of Social Services is currently accepting applications to fill one (1) Durational Accounting Careers Trainee positions in the Bureau of Aging, Community and Social Work Services - Energy Unit located in our Hartford Central Office. The anticipated durational positions are committed towards the American Recovery and Reinvestment Act of 2009 (ARRA) Weatherization Assistance Program with an ending date March 31, 2012.

Open To: The Public and State Employees

Position: Accounting Careers Trainee (AR-15)
\$40,765.00 - \$51,084.00 Annually

Target Classification:
Accounts Examiner (AR-23)

Bargaining Unit: Administrative and Residual (A&R)

Location: 25 Sigourney Street, Hartford, CT 06106

Please Note: No fringe benefits for the first six months.

DUTIES AND RESPONSIBILITIES:

The position will ensure that the ARRA requirements concerning transparency and accountability are met. Responsible for auditing financial transactions in the funding and payment cycles, and ensuring that the federal and state Single Audit Requirements are met.

Determine whether the CAAs and other sub-grantees and sub-contractors are in compliance with the ARRA WAP grant requirements, have financial controls in place to ensure the proper use and allocation of program expenditures, are expending ARRA WAP funds are in accordance to the grant intent and goals.

Responsible for determining the requirements of the ARRA WAP by reviewing federal statutes and regulations, state statutes, OMB Circular A-133, and DSS Program Policy and Procedures. Responsible for establishing that control procedures are in place to ensure compliance with federal laws and grant requirements; determining the subgrantee's procedures for determining eligibility and administering the program, reviewing if the subgrantee has an accounting manual and established accounting procedures, reviewing the subgrantee's recordkeeping system for accounting for grant/contract funds, determining whether ARRA WAP funds are kept in a separate bank account. Use the ARRA WAP budget to compare the actual subgrantee expenditures to the ARRA WAP budget to determine whether the subgrantee is in compliance with the approved budget, determine whether administrative costs (payroll, insurance, rent etc.), are properly allocated and are within the budgeted amount, sample payroll time records to determine whether staff is properly recording their ARRA WAP labor hours.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY:

Knowledge of accounting and auditing principles and practices; knowledge of business mathematics and statistics; some knowledge of business uses of data processing; some knowledge of effective report writing; ability to read and understand written materials

EXPERIENCE AND TRAINING:

Possession of a Bachelor's degree in accounting or in a closely related business field with at least 15 semester hours in accounting.

TERM OF APPOINTMENT:

Appointment to positions in this class shall be for a period not to exceed twenty four (24) months unless there is a change in the employing agency or designated target class.

SCHEDULE OF STARTING SALARIES FOR ACCOUNTING CAREERS TRAINEE

<u>Minimum Requirements</u>	<u>Hiring Rate</u>	<u>Completion of 1 Year of Training</u>
Bachelor's degree with 15 semester hours in accounting	Step 3	Step 5
Bachelor's degree with 30 semester hours in accounting	Step 5	Step 7
Master's degree in a related field and 15 credits in accounting	Step 5	Step 7
Master's degree in a related field and 30 semester hours in accounting	Step 6	Step 7

SPECIAL REQUIREMENT: Incumbents in this class may be required to travel. Driver's license required.

Note: This position may be filled by candidates from the mandatory Re-employment and Sebac Lists, which we are obligated to use. Applications will be accepted from candidates who have attained permanent status in the class.

APPLICATION PROCEDURE: Candidates who meet the above requirements should complete a State of Connecticut Application for Examination or Employment (PLD-1). The PLD-1 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. When faxing materials, keep a copy of your completed application and the fax transmittal receipt for your records, and **do not mail a copy of your application form if you have faxed the materials**. Due to the large number of applications received, we cannot confirm receipt of applications. Please forward your completed State of Connecticut Application for Examination or Employment (PLD-1) to:

**Kristina Grodzicki, Human Resources Specialist
Department of Social Services
Human Resources Division
25 Sigourney Street – 12th Floor
Hartford, CT 06106
Fax: (860) 951-2979**

APPLICATIONS MUST BE RECEIVED BY TUESDAY, JULY 15, 2009, CLOSE OF BUSINESS

An Equal Opportunity / Affirmative Action Employer