

State of Connecticut  
Department of Social Services  
Job Opportunity  
Supervising Accounts Examiner

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

Posting Date: October 1, 2012

Closing Date: October 9, 2012

The Department of Social Services is currently accepting applications to fill two (2) Supervising Accounts Examiner positions located in the Office of Quality Assurance - Provider Audit/Grants & Contracts Division at our Central Office location in Hartford. One position is available within the Provider Audit Unit and one position is available within the Grants & Contracts Unit.

**Open To:** The Public and State Employees

**Position:** Supervising Accounts Examiner (AR-29)  
Position Numbers #101492, #101995

**Bargaining Unit:** Administrative & Residual (P-5)

**Salary Range:** \$77,796.00 - \$101,121.00 Annually

**Location:** 25 Sigourney Street, Hartford, CT 06106

**EXAMPLES OF DUTIES:** The supervising accounts examiner within the Grants & Contracts Unit will be responsible for overseeing an audit team of accounts examination staff and/or program staff performing onsite auditing of subgrantees. The reviews will consist, among other functions, reviewing financial and program activity; ensuring adequate internal controls are in place; submit reports for recouping expenditures inappropriately charged to DSS grant awards; ensuring that expenditures, including salaries, charged to grant awards are reasonable; developing audit work plans. Additionally, this supervisor will be responsible for any internal audits that need to be performed. The supervising accounts examiner within the Provider Audit Unit will be responsible for overseeing an audit team of accounts examination staff and/or program staff performing onsite medical audits of Medicaid payments made to providers. The reviews will consist, among other functions, examining financial records and documents related to medical providers, discussing audit findings with the medical providers being audited, explaining results, making recommendations and ensuring that medical records are being maintained in accordance with Federal and State laws and regulations and DSS guidelines. The supervising accounts examiners will also prepare reports as necessary, schedule, assign, oversee, and review the work of staff; provide staff training and assistance; conduct performance evaluations; determine priorities and plan unit work; establish and maintain unit procedures; perform related duties as required.

**MINIMUM QUALIFICATIONS REQUIRED**

**KNOWLEDGE SKILL AND ABILITY:** Considerable knowledge of relevant agency policies and procedures; considerable knowledge of and ability to apply relevant State and federal laws, statutes, and regulations; considerable knowledge of professional accounting and auditing principles and practices; considerable knowledge of governmental and commercial accounting; considerable interpersonal skills; considerable oral and written communication skills; considerable ability to analyze and evaluate accounting procedures; considerable ability to analyze financial records, documents, and reports; ability to prepare comprehensive reports; supervisory ability.

**EXPERIENCE AND TRAINING:**

**General Experience:** Eight (8) years of experience in accounting or auditing.

**Special Experience:**

One (1) year of the General Experience must have been performing the most complex accounting function or acting in a lead or consultative capacity at or above the level of Associate Accountant or Associate Accounts Examiner

**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) additional year of the General Experience: Certified Public Accountant, Certified Internal Auditor.

**SPECIAL REQUIREMENT:**

Incumbents in the class may be required to travel.

**Note:** This position may be filled by candidates from mandatory Re-employment/SEBAC Lists, which we are obligated to use. Applications will be accepted from candidates who have taken and passed the Supervising Accounts Examiner Examination Number 121062 and have received a passing score, or from state employees who already have attained permanent status in this class.

**APPLICATION PROCEDURE:** Candidates who meet the above requirements should complete a 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 Services Website at: [www.das.state.ct.us/exam/default.asp#APPLICATION\\_FORMS](http://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 mail or fax your completed State of Connecticut Application for Examination or Employment (PLD-1) to:

**Maria L. Taylor, Principal Human Resources Specialist  
The Department of Social Services  
Human Resources Division  
25 Sigourney Street – 12<sup>th</sup> Floor  
Hartford, CT 06106**

**Fax: (860) 951-2979**

**APPLICATIONS MUST BE RECEIVED BY TUESDAY, OCTOBER 9, 2012 CLOSE OF BUSINESS**

**An Equal Opportunity / Affirmative Action Employer**