

DEPARTMENT OF HOUSING
JOB OPPORTUNITY
DURATIONAL ASSOCIATE ACCOUNTANT
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PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: CANDIDATES ON A CURRENT EXAMINATION LIST

Location: 505 Hudson Street, Hartford

Job Posting No: 00000

Hours: 40 hours per week

Salary: \$69,891-\$89,888 (AR-26)

Closing Date: June 28, 2013

Eligibility Requirement: Candidates must have applied for and passed the Associate Accountant examination and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. **THIS IS A TWO YEAR DURATIONAL POSITION.** Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.

Knowledge, Skills and Abilities: Considerable knowledge of professional accounting principles and practices including governmental accounting and budgeting; interpersonal skills; oral and written communication skills; considerable ability to analyze and evaluate financial records, methods and procedures; ability to devise and install accounting procedures and systems; some supervisory ability.

Examples of Duties: Responsible for all accounting records associated with DOH Hurricane Sandy Relief Program; establishes and implements procedures for payables, establishes a chart of accounts for classification transactions; analyzes and interprets grantee contracts for expenditure authorization and for compliance with agency requirements; authorizes and maintains fiscal controls of the drawdown process in the Disaster Recovery Grant Reporting System (DRGR) which is necessary to report grant activities to the U.S. Department of Housing Urban Development; examines data utilizing DOH Housing Development System (HDS), Federal Cash Management System (IDIS), and Disaster Recovery Grant Reporting System (DRGR); prepares monthly and yearly budget and expenditure reports for distribution to both DOH management and federal government; analyzes and prepares journal entries and corrections, analyzes match exceptions and budget errors of CORE PO and AP documents; applies payments and state transfers for federal programs in CORE AR module; processes disbursements in CORE-CT including the creation of a contract, purchase order and payment voucher for each disbursement; develops EPM reports; act as liaison with the Department of Economic and Community Development Offices, other state and federal agencies, outside financial and legal institutions regarding policies and procedures; performs budget, accounts payable, accounts receivable, accounting, bookkeeping, and related functions as necessary; directs clerical and lower level accounting staff, provides staff training and assistance relating to CORE-CT; manages all subordination and mortgage release requests relating to consumer loans, establishing and implementing of agency policy, analysis of borrowers financial records and mortgage agreements to ensure compliance with agency policy and state regulations; performs related duties as required.

General Experience:

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

Special Experience: One (1) year of the General Experience must have been at the level of Accountant, Auditor or Accounts Examiner with responsibility for the exercise of independent analysis and judgment in the application of professional accounting principles and practices.

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

Application Instructions: Interested and qualified candidates who meet the above requirements should submit (**please do not email or fax your application package**) a cover letter, a resume, and a Form CT-HR-12 (application for employment) found on the DAS website **no later than close of business June 28, 2013** to:

**DEPARTMENT OF HOUSING
Human Resources Office
505 Hudson Street
Hartford, CT 06106**

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.