

**DEPARTMENT OF DEVELOPMENTAL SERVICES – SOUTH REGION
JOB OPPORTUNITY
ASSOCIATE FISCAL ADMINISTRATIVE OFFICER**

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

Open To: CANDIDATES ON CURRENT EXAM LIST OR LATERAL TRANSFER
Position: Associate Fiscal Administrative Officer
Location: Wallingford, CT
Job Posting No: 018151
Hours: Full-Time; Monday-Friday; 8:00 AM - 4:30 PM
Salary: AR 26 \$74,148 - \$95,363 (New employees to state service start at the beginning of the range)
Closing Date: September 22, 2014

Examples of Duties: In the Business Office, this position will assist the Fiscal Administrative Supervisor in a working lead capacity over a variety of fiscal and administrative areas such as Budgeting, Accounts Payable, Purchasing, Inventory, Financial Reporting, Trustee and Individual Accounts. Duties include performing the most complex tasks in a variety of fiscal modules, serving as a working supervisor over lower level staff and assisting the Fiscal Administrative Supervisor in the planning of office work flow and priorities; scheduling, assigning, and reviewing work; establishing and maintaining office procedures; providing staff training and assistance; conducting or assisting in conducting performance evaluations; acting as liaison with other operating units, agencies and other officials regarding policies and procedures; preparing and analyzing complex financial statements and reports and budget requests; projecting expenditures and assisting in financial planning; maintaining fiscal controls by authorizing non-routine expenditures; managing various phases of budget process; performing complex purchasing tasks such as preparing specifications, soliciting bids and recommending contract awards; performing other related duties as required.

Knowledge, Skills and Abilities: Considerable knowledge of principles and practices of public administration with special reference to governmental budget management and governmental accounting; knowledge of grants and contracts preparation and administration; knowledge of purchasing principles and procedures; some knowledge of human resources and payroll practices and procedures; considerable interpersonal skills; considerable oral and written communication skills; considerable ability in preparation and analysis of financial and statistical reports; ability to understand and apply relevant state and federal laws, statutes and regulations; ability to utilize EDP systems for financial management; some supervisory ability.

General Experience: Seven (7) years of experience in a combination of fiscal administrative functions (e.g., accounting, accounts examining, budget management, grants administration, human resources, payroll, purchasing) at least one of which must be an accounting or budgeting function.

Special Experience: One (1) year of the General Experience must have been at the professional working level of Fiscal/Administrative Officer or Accountant.

Preferred Experience: Preference will be given to applicants with demonstrated Core-CT, Quickbooks and Microsoft Suite Software- in particular, Excel and Access, experience. Preference will also be given to applicants with demonstrated fiduciary experience in managing trustee and individual accounts on behalf of individuals with developmental disabilities.

Special Requirements:

1. Incumbent must possess and retain a valid Driver's license. Travel will be required.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Procedure for All Applicants: Interested and qualified candidates who meet the above requirements should submit a fully completed Application for Examination or Employment (CT-HR-12) located at www.das.state.ct.us/exam. Current State employees must also provide copies of their last two performance appraisals. Non-State employees must also provide 2 letters of reference.

All application materials must be received by 11:59 p.m. on the closing date indicated above.

Incomplete application materials will not be considered.

Send application materials to:
Department of Developmental Services — South Region
35 Thorpe Avenue, Third Floor, Wallingford, CT 06492
Attn: Recruiter
Email: DDS.SR.Recruiting@ct.gov Phone: 203-294-5122 Fax: 860-920-3035

Application materials can be emailed, faxed, or mailed

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.