

DEPARTMENT OF DEVELOPMENTAL SERVICES  
JOB OPPORTUNITY  
FISCAL ADMINISTRATIVE ASSISTANT

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

**Open To:** Applicants who have applied for and passed the Fiscal Administrative Assistant Exam and are 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.

**Location:** Business Office, Wallingford

**Job Posting No:** 022439

**Hours:** Full Time, First Shift, Monday – Friday, 8:00 AM – 4:30 PM

**Salary:** \$2,015.06 Bi-Weekly

**Closing Date:** January 20, 2014

**Examples of Duties:** This position located in DDS South Region's Wallingford Regional Office, performs paraprofessional level work in fiscal and administrative activities for DDS South and West Regions as well as Southbury Training School. Duties include but are not limited to:

**Purchasing.** Assist with general purchasing for clinical funds, duties including preparing, and processing purchase orders and requisitions. Position will work with vendors to resolve problems and perform account analyses;

**P-Card** - Monitor for charges and usage of the cards: Maintain spreadsheets for department and generate reports as needed. Interact with staff to resolve any issues with compliance of policy.

**Fiduciary Funds** - Monitor expenditures in regards to budget and appropriateness, assist in the preparation of audit request and response, independently perform bookkeeping and basic accounting activities such as maintaining, balancing, and reconciling an interrelated group of accounts.

The duties also include: assist with maintaining Property Control (Fixed Assets, and loss control, cell phone and land line monitoring.

**Mileage and Travel Reimbursement** – Responsible for handling mileage and travel reimbursement. Prepares necessary reporting for management.

**Clerical Work** – Responsible for complex clerical work within the Fiscal Dept.

**Other:** Must assist with other business office duties as required. Must exercise good judgment at all times in applying state statutes, regulations, and fiscal policy and procedures to above duties; must be a self-starter and work independently, be flexible and willing to learn new methods and computerized processes, good working knowledge of personal computer programs, including Microsoft Excel and Word. Must have good interpersonal skills. Will work with business office staff, DDS group homes, families, private providers, DDS Central Office, State Auditors, and State Comptroller offices.

**MINIMUM QUALIFICATIONS REQUIRED:**

**Special Qualification and Job Requirements Knowledge, Skills And Ability** Knowledge of bookkeeping, financial record keeping and basic governmental accounting principles and practices; knowledge of basic procedures of budget preparation and control; some knowledge of human resources and payroll procedures, purchasing procedures and contract preparation; basic interpersonal skills; oral and written communication skills; considerable ability in arithmetic computations; ability to audit financial documents; ability to understand and apply statutes and regulations; ability to utilize EDP systems for financial management.

**Experience & Training:** **General Experience:** Four (4) years of experience in complex clerical work in one or more fiscal/administrative functions such as accounting, accounts examining, budget management, grant administration, human resources, payroll, or purchasing.

**Preferred Qualifications:**

1. Preference will be given to applicants who possess demonstrated experience with Core-Ct, QuickBooks and Microsoft Suite products including Access, Excel, Word, PowerPoint and Outlook.

**Special Requirements:**

1. Incumbent will be required to possess and maintain a valid Driver's license.
2. Incumbent will be required to travel as necessary and may work in multiple offices located in New Haven, Norwalk, Norwich, and Wallingford.

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

**Application Procedure for Current DDS Employees who are Lateral Transfer Candidates and Applicants for Promotion within the DSW**

**Classification Series:** Interested and qualified candidates who meet the above requirements should submit a fully completed DDS Application for Lateral Transfer/Promotion and copies of their last two performance appraisals.

**Application Procedure for All Other 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](http://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.**

Send application materials to:  
Department of Developmental Services - South Region  
35 Thorpe Avenue, Third Floor, Wallingford, CT 06492  
Attn: Recruiter  
Phone: 203-294-5122 Fax: 860-920-3035

**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.