

**DEPARTMENT OF EDUCATION
JOB OPPORTUNITY
FISCAL ADMINISTRATIVE ASSISTANT
J. M. WRIGHT TECHNICAL HIGH SCHOOL**

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS ON THE LAST PAGE](#)

Open To: See Eligibility Requirement

Location: 120 Bridge Street, Stamford, CT 06905

Hours: 7:30 a.m. – 4:00 p.m.

Salary: \$54,171 - \$68,931*

Closing Date: August 12, 2014

Posting #: 109274

ELIGIBILITY REQUIREMENT:

Candidates must have applied and passed the Fiscal Administrative Assistant exam 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. Applicants will not have the opportunity to take the exam prior to the above closing date.

Note: *New hires to state employment start at the minimum of the above salary range.

EXAMPLE OF DUTIES:

Performs paraprofessional level work in fiscal and administrative activities; independently performs bookkeeping and basic accounting activities such as maintaining, balancing, and reconciling an interrelated group of accounts; independently accountable for an accounts receivable or accounts payable process including varied and complex procedures and activities; prepares simple financial statements and assists in preparation of complex financial statements; calculates rates involving complex arithmetical formulas; gathers and consolidates payroll and expenditure data for budget preparation; ensures that expenditures plus encumbrances are within appropriation limits; reviews routine expenditures for compliance with itemized budgets; utilizes EDP systems for financial records and reports; independently performs purchasing functions including preparing and processing purchase orders and requisitions, authorizing routine purchase orders, and preparing requests for proposals; independently prepares renewal or new contracts based on awards; ensures that routine payments are in compliance with contract provisions; may perform routine agency human resources functions; performs related duties as required.

QUALIFICATIONS:

Knowledge, Skill 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.

MINIMUM EXPERIENCE AND TRAINING REQUIRED:

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.

Note: Complex clerical work is defined as generally routine fiscal/ administrative work, such as financial record keeping or examining, bookkeeping, requisitioning or payroll preparation at or above the level of Financial Clerk. Descriptions of these fiscal/administrative functions are attached

Substitutions Allowed:

College training 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 two (2) years. One (1) year as a Pre-Professional Trainee in fiscal/administrative work may be substituted for the General Experience.

PREFERRED EXPERIENCE:

- Possess written communication, customer service and organizational skills;
- Experience in Microsoft Office Programs including Word and Excel;
- Experience using Core-CT modules, including A/P, Purchasing, A/R, HR and asset management; and
- Experience in inventory control, recording, monitoring and distributing equipment/supplies to multiple end users.

APPLICATION PROCEDURE/REQUIRED DOCUMENTS:

All required documents must be received by close of business on the closing date in order to be considered for an interview.

1. Cover letter
2. An Application for Examination or Employment (CT-HR-12) which may be obtained from the Department of Education website at <http://www.sde.ct.gov>.
3. The names and contact information for three (3) pertinent professional references.
4. If you are a State employee, please submit a copy of your two most recent service ratings.

PLEASE FORWARD APPLICATION MATERIALS TO:

**J.M. Wright Technical High School
120 Bridge Street
Stamford, CT 06905
ATTN: Elizabeth Hankins, Business Manager
(203) 674-5849**

Applications will be accepted via U.S. mail or hand delivery only.

The CTHSS is committed to a policy of equal opportunity/affirmative action for all qualified persons and equal access to Boy Scouts of America and other designated youth groups. The CTHSS does not discriminate in any employment practice, education program, or educational activity on the basis of **race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. The Connecticut State Department of Education does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction.** Inquiries regarding the Connecticut Technical High School System's nondiscrimination policies and practices should be directed to:

Levy Gillespie
Equal Employment Opportunity Director/American with Disabilities Act Coordinator
State of Connecticut Department of Education
25 Industrial Park Road
Middletown, CT 06457
860-807-2071
Levy.Gillespie@ct.gov
(Coordinator for matters related to Affirmative Action/Equal Opportunity Employment and nondiscrimination policies and practices)

Beatrice Tinty
Education Consultant
Connecticut Technical High School System
25 Industrial Park Road
Middletown, CT 06457
860-807-2220
(Coordinator for matters related to Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973)

U.S. Department of Education
Office for Civil Rights
5 Post Office Square, Suite 900
Boston, Massachusetts 02109-3921
617-289-0111
Fax number: 617-289-0150
TTY/TDD: 877-521-2172
(Matters related to race, color, national origin, age, sex and/or disability)

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER