

ASNUNTUCK COMMUNITY COLLEGE
EMPLOYMENT OPPORTUNITY

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

DATE OF POSTING: August 20, 2015

POSITION: Fiscal /Administrative Assistant (1) Full-Time
8:00 a.m. – 4:30 p.m. Monday through Friday (with ½ hour meal break)

DEPARTMENT: Administrative Services

ANNUAL SALARY: \$2,137.82 biweekly (Step 1)

CLOSING DATE: August 30, 2015

OPEN TO: **On the Fiscal /Administrative Assistant Examination List. State employees currently holding the above title of Fiscal Administrative Assistant may apply for a lateral transfer. Those candidates appearing on the Reemployment or SEBAC lists are given first consideration.**

EXAMPLES OF DUTIES: This incumbent will work under the supervision of the Director of Finance and Administrative Services and will be responsible for performing 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 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 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 request for proposals; independently prepares renewal or new contracts based on awards; ensures that routine payments are in compliance with contract provisions, independently maintains fixed asset inventory; performs related duties as required.

MINIMUM QUALIFICATIONS REQUIRED/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; 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 AND TRAINING: General Experience: Four (4) years of experience in complex clerical work in one or more fiscal/administrative functions such as accounting, accounts examining, 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 below.

ADDENDUM TO FISCAL/ADMINISTRATIVE SERIES

PURCHASING : Accountability for the purchasing of supplies, equipment and contractual services including preparation and revision of specifications, selecting sources of supply, obtaining and evaluating formal written bids, issuing purchase orders, analyzing price trends.

CONTRACT ADMINISTRATION: Accountability for contract preparation and monitoring including preparation of requests for proposals to obtain consulting or contractual services, determination of evaluation criteria, evaluation of proposals preparation and monitoring of personal services agreements, point of service contracts and memoranda of understanding.

SUBSTITUTIONS ALLOWED:

1. College training may be substituted for General Experience on the basis of fifteen (15) semester hours equaling on-half (1/2) year of experience to a maximum of two (2) years.
2. One (1) year as a Pre-Professional Trainee in fiscal/administrative work may be substituted for the General Experience.

APPLICATION INSTRUCTIONS: To be considered for this position, eligible applicants must submit a cover letter referencing this posted position (**JOB CODE: FAA**) and a completed State application (**CT-HR-12**).

Submit via mail to: **Asnuntuck Community College, JOB CODE: FAA, 170 Elm St., Enfield, CT 06082,**
fax (860) 253-3069 or e-mail AS-Administration-HR@acc.commnet.edu

**ASNUNTUCK COMMUNITY COLLEGE IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER, M/F.
PROTECTED GROUP MEMBERS ARE STRONGLY ENCOURAGED TO APPLY.**

Asnuntuck Community College does not discriminate on the basis of race, color, religious creed, age, gender, gender identity or expression, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, political belief, veteran status, sexual orientation, genetic information, or criminal record. The following individuals have been designated to handle inquiries regarding the non-discrimination policies: Jill Rushbrook, Primary Title IX Coordinator (for students), jrushbrook@asnuntuck.edu (860) 253-3068, and Cheryl Cyr, Secondary Title IX Coordinator (for faculty and staff), ccyr@asnuntuck.edu (860) 253-3045, and Maki McHenry, Section 504/ADA Coordinator, mmchenry@asnuntuck.edu (860) 253-3021, Asnuntuck Community College, 170 Elm Street, Enfield, CT 06082.