



DEPARTMENT OF DEVELOPMENTAL SERVICES
CENTRAL OFFICE
JOB OPPORTUNITY
FISCAL ADMINISTRATIVE OFFICER (2 positions)

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

Open To: Candidates on current exam list and lateral transfers
Location: 460 Capitol Ave., Hartford
Job Posting No: 15410 and 19094
Hours: 40 hours/week – Monday - Friday (8:00am - 4:30pm)
Salary: \$64,284* – \$83,103 (AR-23) *employees new to state service start at bottom of range
Closing Date: August 18, 2014

Eligibility Requirement:

Candidates must have passed the **FISCAL/ADMINISTRATIVE OFFICER** exam and be on the current certification list promulgated by the Department of Administrative Services for this classifications. State employees currently holding the 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 to qualify for this particular vacancy.**

Examples of Duties:

These positions are responsible for the preparation and monitoring of Purchase of Service Contracts and Personal Service Agreements, monitoring and processing request for Amendments to Purchase of Service Contracts for submission to OPM, serving as liaisons between DDS and Fiscal Intermediaries, conducting contractor performance reviews, participating in contractor meetings, reviewing financial documents, utilizing data and financial reports to ensure federal program regulation compliance. These positions work closely with contractor's business managers, DDS regional management, and the auditors for public accounts, as well as being the liaison for the Fiscal Intermediary contractors. These positions will assist the AFAO in preparing analysis for the CFSR and completing the end of year financial reconciliations. Will also be responsible for the preparation and processing of procurement contracts, purchase orders and vouchers in CORE-CT. Will do General Ledger reporting/EPM reporting in Core-CT to assist in compiling and consolidating monthly data for budget projections. Will perform related duties as required.

General Experience: Six (6) years of experience in a combination of fiscal/administrative functions (e.g., accounting, accounts examining, budget management, grant administration, human resources, payroll, purchasing) at least one of which must be an accounting or budgeting function.

Special Experience: Two (2) years of the General Experience must have been at the paraprofessional level, requiring the exercise of some independent judgment in the application of basic principles and procedures in accounting, budgeting, human resources, purchasing or related fiscal administration functions. Connecticut Careers Trainee experience (target Fiscal/Administrative Officer or closely related class) is at the professional training level and above the paraprofessional level.

Preferred Skills & Experience:

- Experience in CORE-CT (Purchasing, Accounts Payable, and Procurement Contracts)
- Proficient in Excel and Access.
- Strong organizational and time management skills.

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. Current State employees must also provide copies of their last two performance appraisals. Non-State employees must also provide 2 letters of reference.

Only submit a single application listing both job posting numbers please.

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 — Central Office
460 Capitol Avenue
Hartford, CT 06106
Attn: Ms. Selestian Patterson
Email: DDS.CO.Recruiting@ct.gov Phone: 860-418-6129 Fax: 860-920-3045

Application materials can be mailed, faxed, or emailed.

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.