



Department of
ADMINISTRATIVE SERVICES
Job Postings



OFFICE OF STATE ETHICS
JOB OPPORTUNITY
FISCAL ADMINISTRATIVE ASSISTANT

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

Open To: Candidates on a current examination list or lateral transfer
Location: 18-20 Trinity Street, Hartford, CT
Job Posting No: 114397
Hours: Full time, 40 hours per week
Salary: Grade AR-19 (\$2,137.82 - \$2,720.27 bi-weekly)
Closing Date: September 9, 2016—applications must be received no later than 5:00 PM

Eligibility Requirement: Candidates must have applied for and passed the exam and be on the current certification list promulgated by the Department of Administrative Services for Fiscal Administrative Assistant. State employees currently holding the above title, or those who have previously attained permanent status as a Fiscal Administrative Assistant, may apply for lateral transfer

General Information: This position reports to the OSE Executive Director and also provides fiscal and administrative services to the Directors and staff of the State Elections Enforcement Commission and the Freedom of Information Commission.

Knowledge, Skills and Abilities: Knowledge of bookkeeping, financial record keeping and basic governmental accounting principles and practices; knowledge of basic procedures of budget preparation and control; knowledge of asset management; some knowledge of payroll procedures, purchasing procedures and contract preparation; basic interpersonal skills; oral and written communication skills; considerable ability in arithmetic computations; ability to understand and apply statutes and regulations; ability to use CORE-CT and MS Excel.

Examples of Duties:

General duties include some administrative functions such as contact with the public and other State agencies, providing administrative support to staff, ordering supplies and scheduling conference rooms for hearings.

Fiscal functions include:

Independently performs purchasing functions, including preparation and processing of purchase orders and requisitions; assign coding for administrative costs per State Accounting Manual and Agency structure to ensure that programs and funds are charged appropriately; utilize CORE-CT, the state government's integrated financial, human resource and payroll system, for related work function responsibilities and report generation; prepare various financial, statistical or fiscal/administrative reports as needed utilizing Excel software and/or CORE-CT; assist with budget preparation and expenditure projections; process expenditures and ensure compliance with contract, appropriation limits and budget provisions; independently performs bookkeeping and basic accounting activities associated with maintenance of administrative accounts; performs the inventory of the Agency, prepares required complex reports and reconciliations; knowledge of inventory control procedures, including surplus property; maintain the Agency's Purchasing Card account, includes the review of monthly statements, reconcile accounts, ensure compliance with program requirements and usage; review staff travel documents and process accordingly; requires in-depth knowledge of State policies and procedures, including applicable bargaining unit/managerial provisions and all other applicable requirements; assist in the creation or updating of policies and procedures relating to areas of responsibility; provide technical assistance to staff in these areas; conduct staff training sessions; manage the lease or purchase of State equipment including copiers and cell phones; perform calculations and prepare reports for the Small Business Enterprise and Minority Business Goals; have knowledge of State requirements for contracts, awards, requests for proposals; communicate knowledge to others within the Department; prepare requests, contracts or proposals; assists in preparation of complex financial reports; perform basic accounts receivable or accounts payable activities as required; performs related duties as required.

General and Special Experience: Refer to DAS Class Specification 1317 (Fiscal Administrative Assistant)

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

Application Instructions: Interested and qualified applicants should submit a cover letter that describes their interest and suitability for the position, a resume, and an Application for Employment (Form CT-HR-12) to:

Joe Olender, Human Resources Specialist
Department of Administrative Services, Small Agency Resource Team—SmART Unit
165 Capitol Avenue, 5th Floor East, Hartford, Connecticut 06106
Confidential Fax (preferred method of submission): 860-622-2833
Materials may be attached to email and sent to Joseph.Olender@ct.gov

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.