



STATE OF CONNECTICUT

OFFICE OF EARLY CHILDHOOD

EMPLOYMENT OPPORTUNITY

ASSOCIATE FISCAL ADMINISTRATIVE OFFICER

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS ON THE LAST PAGE

Open to: See Eligibility Requirement

Location: 165 Capitol Avenue, Hartford, CT 06106

Hours: 8:00 a.m. – 5:00 p.m.

Job Posting #: 47385

Salary Range: \$71,988 - \$92,585*

Closing Date: July 7, 2014

ELIGIBILITY REQUIREMENT:

Candidates must have applied for and passed the Associate Fiscal Administrative Officer 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 and are eligible for appointment may apply. 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:

Plans office work flow and determines priorities; schedules, assigns, oversees and reviews work; establishes and maintains office procedures; provides staff training and assistance; conducts or assists in conducting performance evaluations; acts as liaison with other operating units, agencies and other officials regarding policies and procedures; prepares and analyzes complex financial statements and reports and budget requests; projects expenditures and assists in financial planning; maintains fiscal controls by authorizing non-routine expenditures; manages various phases of budget process; makes recommendations on policies and standards; oversees maintenance of accounting records; utilizes EDP systems for financial records, reports, and analyses; may oversee implementation and analysis of financial and administrative EDP applications; may oversee grant and contract administration; may perform complex purchasing tasks such as preparing specifications, soliciting bids and recommending contract awards; may oversee leasing functions including negotiating contracts and space requirements; may supervise support services such as stores, inventory, security, mailroom, food service or maintenance; may supervise human resources, payroll, purchasing and/or other fiscal and administrative functions; performs related duties as required.

QUALIFICATIONS:

Knowledge, Skill and Ability:

Considerable knowledge of principles and practices of public administration with special reference to governmental budget management and governmental accounting; knowledge of grants and contracts preparation and administration; knowledge of purchasing principles and procedures; some knowledge of human resources and payroll practices and procedures; considerable interpersonal skills; considerable oral and written communication skills; considerable ability in preparation and analysis of financial and statistical reports; ability to understand and apply relevant state and federal laws, statutes and regulations; ability to utilize EDP systems for financial management; some supervisory ability.

MINIMUM EXPERIENCE AND TRAINING REQUIRED:

General Experience:

Seven (7) years of experience in a combination of fiscal administrative functions (e.g., accounting, accounts examining, budget management, grants administration, human resources, payroll, purchasing) at least one of which must be an accounting or budgeting function.

Special Experience:

One (1) year of the General Experience must have been at the professional working level of Fiscal/Administrative Officer or Accountant.

Note: Connecticut Careers Trainee experience (target Fiscal/Administrative Officer or closely related class) is at the professional training level and is below the professional working level.

Substitutions Allowed:

1. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.
2. A Master's degree in public administration, business administration or accounting may be substituted for one (1) additional year of the General Experience.
3. For State Employees experience as a Purchasing Services Officer 1 substitutes for the General and Special Experience on a year for year basis.

Preferred Experience:

The preferred candidate has the following experience:

- Financial reporting
- Projecting/Budgeting
- Understanding of Federal Grants
- Understanding of the overall process of a business office (purchasing and payment functions primarily)
- CORE, EXCEL, WORD, Outlook
- Written communication skills
- Ability to work independently
- Supervisory experience
- Contract and MOU experience (processing)

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. Interested candidates should reference job announcement #47385 in the application materials and submit the following documents to address listed below:

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.

**Connecticut State Department of Education
165 Capitol Avenue, Room G-16
Hartford, CT 06106
ATTN: Mr. Chris Beloff
TEL: (860) 713-6697**

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

The Connecticut State Department of Education is committed to a policy of equal opportunity/affirmative action for all qualified persons. The Connecticut State Department of Education 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 State Department of Education's nondiscrimination policies should be directed to: Levy Gillespie, Equal Employment Opportunity Director/American with Disabilities Act Coordinator, Connecticut State Department of Education, 25 Industrial Park Road, Middletown, CT 06457, 860-807-2071, Levy.Gillespie@ct.gov.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER