



DEPARTMENT OF DEVELOPMENTAL SERVICES - NORTH REGION
JOB OPPORTUNITY
FISCAL/ADMINISTRATIVE SUPERVISOR
EAST HARTFORD

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

Open To: State employees on the current certification list or lateral transfers

Location: Business Office – East Hartford

Job Posting No: 00020104

Hours: Monday - Friday 8:00am-4:30pm

Salary: \$82,534 to \$107,280
Incumbents new to state service begin at the minimum.

Closing Date: February 16, 2015

ELIGIBILITY REQUIREMENT:

Candidates must have applied for and passed the Fiscal/Administrative Supervisor 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 to qualify for this particular vacancy.

Examples of Duties:

Duties consistent with the FAS job specification. Supervision of Professional, ParaProfessional, and Clerical staff over a full range of fiscal/administrative functions. Accountability for Clinical Service Funds--writing contracts, managing budget, and completing monthly CFSR. Oversee Fixed Assets area--adds/deletes, annual fixed asset audit, and preparation of CO-59 Annual Fixed Asset Report. Oversee the Bond Fund Project area--review purchase orders and payments, and track multiple budgets within the bond project module using CORE-CT. Knowledge of RFP process on the DAS contracting portal. CORE-CT voucher approver for Rent Subsidy, One-time grants, and General Fund payments. Oversee Fiduciary Fund area, and working knowledge of Quickbooks software. Proficient with various CORE-CT modules, especially the Purchasing and Asset Modules. Proficient in creating EPM reports in CORE-CT, translating and presenting accurate fiscal reports.

Proficient with Excel, especially the ability to create pivot tables. Ability to work with staff at all levels of the organization. May be required to travel to our Community Living Arrangement homes. Experience creating, translating and presenting accurate payroll budgets and reports. Ability to develop and manage a large, multi-million dollar budget. Utilize knowledge of state and federal accounting, budgeting, reporting and auditing processes. Experience supervising and managing performance of diverse work teams and direct reports, fostering creativity and innovation; Experience transforming business processes to increase efficiency and improve service. Performs related duties as required.

EXPERIENCE AND TRAINING:

General Experience:

Eight (8) years of experience in a combination of fiscal/administrative functions (e.g., accounting, payroll, purchasing) at least one (1) of which must be an accounting or budgeting function. Descriptions of these fiscal/administrative functions are attached.

Special Experience:

Two (2) years 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 the professional training level and 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 or 2 substitutes for the General and Special Experience on a year for year basis.

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

Application Procedure:

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 professional letters of reference.

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 — North Region
155 Founders Plaza, 255 Pitkin Street, 2nd Floor
East Hartford, CT 06108**

Attn: Recruiter

Email: DDS.NR.Recruiting@ct.gov Phone: 860-263-2623 Fax: 860-706-1420

Application materials can be emailed, faxed or mailed

Appointment to this position will be made in accordance with applicable collective bargaining, statutory and SEBAC requirements.

An Affirmative Action/Equal Opportunity Employer

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the application of women, minorities and persons with disabilities