

**DEPARTMENT OF EDUCATION
BUREAU OF FISCAL SERVICES
JOB OPPORTUNITY
FISCAL ADMINISTRATIVE ASSISTANT
(PART-TIME)**

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. – 3:30 p.m.

Salary: \$25.19 - \$32.06 Per Hour

Closing Date: March 21, 2014

Posting #: 62991

ELIGIBILITY REQUIREMENT:

Candidates must have applied for and passed the Fiscal Administrative Assistant 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 may apply for a lateral transfer. Candidates who have previously attained permanent status in the classification are also eligible for consideration. 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:

Performs 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 an accounts receivable or accounts payable process including varied and complex procedures and activities; prepares simple financial statements and assists in the preparation of complex financial statements; calculates rates involving complex arithmetical formulas; gathers and consolidates payroll and 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 requests for proposals; independently prepares renewal or new contracts based on awards; ensures that routine payments are in compliance with contract provisions; may perform routine agency human resources functions; performs related duties as required.

QUALIFICATIONS:

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; some knowledge of human resources and payroll procedures, 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.

MINIMUM EXPERIENCE AND TRAINING REQUIRED:

General Experience:

Four (4) years of experience in complex clerical work in one or more fiscal/administrative functions such as accounting, accounts examining, budget management, grant administration, human resources, payroll, 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.

Substitutions Allowed:

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

PREFERRED EXPERIENCE:

- Possess written communication, customer service and organizational skills;
- Experience in Microsoft Office Programs including Word and Excel; and
- Experience using Core-CT Accounts Payable and Asset Management modules.

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.

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.

PLEASE FORWARD APPLICATION MATERIALS TO:

**Department of Education
Bureau of Fiscal Services
165 Capitol Avenue - Room 313
Hartford, CT 06106
ATTN: Martin Chambers
TEL: (860) 713-6632
FAX: (860) 713 -7024**