

**State of Connecticut
The Department of Social Services
Job Opportunity**

FISCAL/ADMINISTRATIVE OFFICER

APPLICANTS MUST HAVE TAKEN AND PASSED THE DEPARTMENT OF ADMINISTRATIVE SERVICES EXAMINATION FOR FISCAL/ADMINISTRATIVE OFFICER. STATE EMPLOYEES WHO ARE CURRENTLY CLASSIFIED AT THIS LEVEL OR PREVIOUSLY ATTAINED PERMANENT STATUS IN THIS CLASSIFICATION WILL BE CONSIDERED FOR LATERAL TRANSFER. APPLICANTS WILL NOT HAVE THE OPPORTUNITY TO TAKE THE EXAM PRIOR TO THE ABOVE CLOSING DATE TO QUALIFY FOR THIS VACANCY.

[PLEASE FOLLOW THE SPECIFIC APPLICATION INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

Posting Date: April 28, 2014

Closing Date: May 5, 2014

The Department of Social Services is presently accepting applications to fill one (1) Fiscal/Administrative Officer position, Contract Administration Division of DSS at the Central Office location.

Open To: The Public and State Employees currently on the exam list or working within the title

Position: Fiscal/Administrative Officer

Position No.: 108092

Bargaining Unit: Administrative & Residual (P-5)

Hours: Monday through Friday, 40 Hours per week

Salary Range: \$62,411.00- \$80,682.00 Annually (AR-23)

Location: 25 Sigourney Street, Hartford, CT 06106

Duties and Responsibilities: Performs a variety of professional fiscal and administrative functions; assists head of fiscal/administrative operations, division head or agency head in budget preparation by compiling and consolidating data and projecting expenditures; maintains budget control by reviewing and authorizing expenditures and monitoring expenditures against appropriations and allotments; prepares budget reports; prepares various financial statements and statistical or narrative fiscal/administrative reports; assists in planning and implementation of financial aspects of EDP systems; utilizes EDP systems for financial records, reports and analysis; prepares or reviews grant budgets and other fiscal portions of grant applications; provides technical assistance to grantees regarding accounting procedures; reviews various contracts, financial documents and financial reports to ensure compliance with grant requirements; exercises functional supervision over a variety of clerical fiscal/administrative activities such as maintenance of accounting records, payroll preparation, preparation and processing of purchase requisitions, grant and contract record keeping; performs technical purchasing tasks such as soliciting bids

and recommending contract awards; assists in formulation of policies and procedures relating to area(s) of responsibility and implementation of such policies and procedures; acts as liaison with agency central fiscal and administrative office(s) and/or central state agencies; may supervise support services such as stores, inventory, mailroom, security or maintenance; may perform human resource tasks such as conducting screening interviews and job audits; performs related duties as required.

Minimum Qualifications Required

Knowledge, Skill and Ability:

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; interpersonal skills; oral and written communication skills; ability to prepare and analyze financial documents and reports; ability to interpret and apply statutes, regulations and administrative policies; ability to utilize EDP systems for financial management.

Preferred experience in the preparation of requests for proposals to obtain consulting or contractual services and ability to develop evaluation criteria. Strong written communication skills including the use of proper grammar, punctuation and spelling as well as considerable organizational skills and proficiency in Microsoft Word and Excel.

Note: This position may be filled by mandatory candidates from the Re-employment and Sebac Lists, which we are obligated to use. Applications also will be accepted from state employees who have attained permanent status in the class and from candidates, who have taken and passed the current Examination for Fiscal/Administrative Officer.

APPLICATION PROCEDURE: Interested and qualified candidates who meet the above requirements should submit a cover letter, a State of Connecticut Application for Examination or Employment (CT-HR-12), and two (2) letters of professional references from current or former Supervisors or Managers. The CT-HR-12 application form may be downloaded from the State of Connecticut's Department of Administrative Services' website at: www.das.state.ct.us/exam/default.asp#APPLICATION. In lieu of references, State employees must submit copies of their two (2) most recent performance evaluations. Please be sure to specify the job posting number on all application materials. Please mail your completed CT-HR-12 and the additional requested documents to:

**Kelly Geary, Principal Human Resources Specialist
Department of Social Services
25 Sigourney Street – 12th Floor
Hartford, CT 06106**

NOTE: Incomplete or late applications will not be considered. Please note that due to the large volume of applications received, we are unable to field phone inquiries.

APPLICATIONS MUST BE RECEIVED OR POSTMARKED BY MONDAY, MAY 5, 2014

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.