

State of Connecticut  
The Department of Social Services  
Job Opportunity

**Fiscal Administrative Manager 1**

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

**Posting Date: November 14, 2013**

**Closing Date: November 21, 2013**

The Department of Social Services is currently accepting applications for one (1) Fiscal Administrative Manager 1 (FAM 1) within the Division of Financial Services, located in our Hartford Central Office.

**Open To: State Employees Only**

**Position: Fiscal Administrative Manager 1 (Managerial MP-66)  
Position Number 95035**

**Salary Range: \$87,652.00 - \$119,518.00 Annually**

**Location: 25 Sigourney Street, Hartford, CT 06106**

**Eligibility Requirements:** Applicants must have taken and passed The Department of Administrative Services Examination Number 130280 for Fiscal Administrative Manager 1. State of Connecticut 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 Examination prior to the above closing date to qualify for this vacancy.

**EXAMPLES OF DUTIES:** This position will have oversight of three key functions of the Division of Financial Services. The Federal Reporting and Accounting Services Group includes the Federal Reporting, General Accounting and Accounts Payable functions. The Federal Reporting Unit is responsible for the financial reporting of federal grants and for the Department's Public Assistance Cost Allocation Plan. The General Accounting Unit coordinates the fund postings to the state accounting system, in addition to the maintenance of the Chart of Accounts and the Random Moment Sample System, which supports the cost allocation process. The Accounts Payable Unit is responsible for all vendor payments issued through the state accounting system.

This position will direct the staff and operations of the Federal Reporting and Accounting Services Group; coordinates, plans and manages activities; formulates program goals and objectives; develops or assists in development of related policy; interprets and administers pertinent laws; evaluates staff; maintains contacts with individuals both within and outside of unit who might impact on program activities; coordinates fiscal management functions including budget preparation and management, accounting and financial reporting and analysis; assists in planning and implementation of financial aspects of EDP systems; utilizes EDP systems for financial records, reports and analyses; prepares programmatic fiscal/administrative analysis and impact statements on proposed regulations and legislation

**MINIMUM QUALIFICATIONS REQUIRED**

**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 and ability to apply management principles and techniques; knowledge of principles and procedures of personnel, payroll, purchasing, grant administration and contract administration; considerable interpersonal skills; considerable oral and written communication skills; considerable ability to understand and apply relevant state and federal laws, statutes and regulations; considerable ability in preparation and analysis of financial and statistical reports; ability to analyze budgetary and related problems; ability to utilize EDP systems for financial management.

## EXPERIENCE AND TRAINING

**General Experience:** Nine (9) years of experience in a combination of fiscal/administrative functions (e.g., accounting, accounts examining, budget management, grants administration, personnel, payroll, purchasing) at least one (1) of which must be an accounting function. Descriptions of these fiscal/administrative functions are attached.

**Special Experience:** One (1) year of the General Experience must have been supervising professional level staff.

**Notes:** For state employees this is the level of Fiscal/Administrative Supervisor.

This position may be filled by candidates from the mandatory Re-employment and SEBAC Lists, which we are obligated to use. Applications will be accepted from candidates who have taken the current Fiscal Administrative Manager 1 Examination Number 130280 and have received a passing score or State employees who have attained permanent status in the class.

**APPLICATION PROCEDURE:** Candidates who meet the above requirements should complete a State of Connecticut Application for Examination of Employment (CT-HR-12). The CT-HR-12 Application Form may be downloaded from the State of Connecticut's Department of Administrative Services Human Resources Services Website at: [www.das.state.ct.us/exam/default.asp#APPLICATION FORMS](http://www.das.state.ct.us/exam/default.asp#APPLICATION FORMS). When faxing materials, keep a copy of your completed application and the fax transmittal receipt for your records, and **do not mail a copy of your application form if you have faxed the materials**. Due to the large number of applications received, we cannot confirm receipt of applications. Please mail or fax your completed State of Connecticut Application for Examination or Employment (PLD-1) to:

**Maria L. Taylor, Principal Human Resources Specialist  
The Department of Social Services  
25 Sigourney Street – 12<sup>th</sup> Floor  
Hartford, CT 06106**

**Fax: (860) 951-2979**

**APPLICATIONS MUST BE RECEIVED BY THURSDAY, NOVEMBER 21, 2013, CLOSE OF BUSINESS**

**An Equal Opportunity / Affirmative Action Employer**