



DEPARTMENT OF DEVELOPMENTAL SERVICES
CENTRAL OFFICE
JOB OPPORTUNITY
FISCAL/ADMINISTRATIVE ASSISTANT

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

Open To: Candidates on current exam list and lateral transfers

Location: 460 Capitol Ave., Hartford (Birth to Three Division)
Note: This position along with the rest of Birth To Three will be transferred to the Office of Early Childhood as of the new fiscal year. Work location is not expected to change for the time being.

Job Posting No: 89958

Hours: 40 hours/week – Monday - Friday (1st shift)

Salary: \$54,171 * – \$68,931 (AR-19) *employees new to state service start at bottom of range

Closing Date: May 18, 2015

Eligibility Requirement:

Candidates must have 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 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.**

This position supports the ongoing fiscal management and basic accounting for the Birth to Three program under its IDEA Part C annual federal grant.

Examples of Duties:

- Reconciling of Provider Account Charges: Maintaining and updating records of children authorized to receive intensive services and assistive technology. Generating monthly attendance/activity reports for 43 provider programs and validating data submitted by providers against those reports. Confirming adherence to policies and procedures as specified in the Birth to Three Procedures Manual.
- Independently performs bookkeeping and basic accounting activities such as maintaining, balancing and reconciling an interrelated group of accounts.
- Independently responsible for accounts receivable or accounts payable process including varied and complex procedures and activities.
- Account Reconciliation: Reconcile and verify accuracy of invoices based on Birth to Three set rates. Calculate rates involving complex formulas with reference to Medicaid reimbursements.
- Communicate discrepancies with Provider Director/Billing Manager. Prepare written reconciliation report. Authorize amount to be paid and submit for payment processing.
- Ensures that routine payments are in compliance with contract provisions.
- Evaluate workflow as priorities change and respond to time constraints.
- Gathers and consolidates payroll and expenditure data for budget preparation.
- Travel Coordinator.
- Job functions will also include the following: Family cost participation liaison between families and the contracted billing office; Notification of service suspension to families and providers; Voucher Entry/Payments; Purchase Orders; Provide Payment Information; Contract Maintenance; State Purchasing Card payments; Respond to post audit requests.
- Will perform related duties as 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.

Preferred Skills & Experience:

- Strong experience with CORE-CT with Purchase Orders, Vouchering, Contracting and reporting
- Intermediate level of experience in Excel, Word, Outlook
- Strong organizational and time management skills
- Experience working independently and as part of a team

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

Application Procedure for Current DDS Employees who are Lateral Transfer Candidates and Applicants for Promotion within the DSW Classification Series:

Interested and qualified candidates who meet the above requirements should submit a fully completed DDS Application for Lateral Transfer/Promotion and copies of their last two performance appraisals.

Application Procedure for All Other Applicants:

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 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 — Central Office
460 Capitol Avenue
Hartford, CT 06106
Attn: Ms. Selestian Patterson
Email: DDS.CO.Recruiting@ct.gov Phone: 860-418-6129 Fax: 860-920-3045

Application materials can be mailed, faxed, or emailed.

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.