

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)

Job Posting No: 89958

Hours: 40 hours/week - Mon-Fri 8:30am-5:00pm

Salary: \$51,061 – \$ \$64,973 (AR-19)

Closing Date: November 26, 2012

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 classifications. 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.**

Examples of Duties:

Auditing of Provider Account Charges - Maintain and update records of children eligible for intensive services and assistive technology. Generate monthly attendance/activity reports for 43 invoices and validate data from providers against reports. Confirm adherence to policies and procedures as specified in the Birth to Three Manual.

Account Reconciliation - Payable to Accounts - Reconcile and verify accuracy of invoices based on Birth to Three set rates. Communicate discrepancies with Provider Director/Billing Manager. Prepare written reconciliation report. Authorize amount to be paid and submit for payment processing.

Other Account Payable Functions - Transmit reconciliation reports. Maintain workflow records. Produce ad hoc reports. Evaluate workflow as priorities change and respond to time constraints.

Back up Fiscal/Administrative Officer - Family cost participation liaison between family and billing office; Notification of service suspension to families and providers (for families in payment arrears); Payments (CORE); Purchase Orders; Dispatch of Purchase Orders; Vouchers; Payment Information; Contract Maintenance; State Purchasing Card payments; Respond to post audit requests.

Travel Coordinator - Check travel authorization request documents for completeness and accuracy prior to submitting for approval. Liaison between DDS Administration and Birth to Three in acquiring all necessary approvals. Confirm travel arrangements, travel authorizations and make P-card payments. Verify mileage requests and expense reimbursements for validity and accuracy. Submit to Payroll. Maintain records and keep abreast of policy changes.

Performs 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 Experience: Strong experience with CORE-CT in Purchasing, Accounts Payable, Contracting and reporting. A high level of experience in Excel. Good organizational skills. Strong interpersonal skills.

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

Application Instructions: 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 including the job Posting Number. Current State employees must also provide a copy of his/her last two performance appraisals. All application materials must be received by 11:59 p.m. on the closing date indicated above.

Send Applications To:

Department of Developmental Services — Central Office
460 Capitol Avenue
Hartford, CT 06106
Attn: Ms. Daimar Ramos
Email: Daimar.Ramos@ct.gov Phone: 860-418-6121 Fax: 860-418-6004

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.