

DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT
JOB OPPORTUNITY
FISCAL ADMINISTRATIVE ASSISTANT

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

Open To: CANDIDATES ON A CURRENT EXAMINATION LIST

Location: 505 Hudson Street, Hartford

Job Posting No: 099855

Hours: 40 Hours per week

Salary: \$55,797-\$70,999 (AR-19)

Closing Date: September 3, 2015

The Department of Economic and Community Development is currently seeking qualified applicants to fill a full-time Fiscal Administrative Assistant position located in Hartford. This position will be responsible for fiscal and administrative activities, purchasing, inventory and inventory control, purchasing card accounts, agency vehicle assignments, travel authorizations, creation or updating of policies and procedures related to area of responsibility and related duties as required.

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 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.**

Knowledge, Skills and Abilities: 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.

Preferred Experience, Knowledge, Skills and Abilities:

The successful candidate will have:

- Proficiency with Microsoft Excel and CORE-CT (PeopleSoft/Oracle) financial modules;
- Experiences demonstrating inventory control procedures, including surplus property;
- Experiences demonstrating customer service skills;
- Experiences demonstrating attention to detail;
- Experiences demonstrating ability to work as part of a team.

Examples 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 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 resource functions; 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.

Substitutions Allowed:

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

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 must submit a cover letter, a completed State CT-HR-12 Application Form, and a resume (current State Employees must also submit the last year of attendance records and last two service ratings) to:

**DEPARTMENT OF ADMINISTRATIVE SERVICES
S.M.A.R.T./HUMAN RESOURCES
165 CAPITOL AVENUE, 5TH Floor East
HARTFORD, CT 06106
ATTN: Theresa Judge, Human Resources Leadership Associate
FAX to: 860-622-2964
EMAIL to: Theresa.judge@ct.gov**

**APPLICANTS MUST NOTE THE JOB POSTING NO. 099855 ON THE APPLICATION.
INCOMPLETE APPLICATION PACKAGES AND THOSE RECEIVED AFTER 09/03/15 WILL NOT BE CONSIDERED.
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.