

DEPARTMENT OF CHILDREN AND FAMILIES
JOB OPPORTUNITY
ASSOCIATE FISCAL ADMINISTRATIVE OFFICER (2 POSITIONS)
FISCAL SERVICES DIVISION

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

Open To: Candidates on a current examination list or lateral transfer

Location: Central Office, 505 Hudson Street, Hartford, CT

Job Posting No: 00043301 & 105321

Hours: 40
Monday - Friday (8:00am - 5:00 p.m. w/one hour lunch / 8:30 a.m. - 5:00 p.m. w/30-minute lunch)

Salary: \$69,891- \$89,888 (Annually)

Closing Date: June 26, 2013

The Department of Children and Families is recruiting to fill two (2) Associate Fiscal Administrative Officer positions within the Fiscal Services Division located at 505 Hudson Street, Hartford. One position is assigned to the centralized Business Office which provides fiscal administrative support to the fourteen (14) DCF area offices located throughout the state. The other position is assigned to the Child Welfare Accounting Unit (CWA) which processes child specific payments and provides customer service to the DCF regional staff.

Eligibility Requirement: Candidates must be on the current Associate Fiscal Administrative Officer examination list promulgated by the CT Department of Administrative Services (DAS). State employees may apply for lateral transfer if they currently hold the title of Associate Fiscal Administrative Officer, or have attained permanent status in the class since their most recent hire date. Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this position.

Knowledge, Skills and Abilities: Considerable 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; considerable interpersonal skills; considerable oral and written communication skills; considerable ability in preparation and analysis of financial and statistical reports; ability to understand and apply relevant state and federal laws, statutes and regulations; ability to utilize EDP systems for financial management; strong supervisory ability.

General Experience: Seven (7) years of experience in a combination of fiscal administrative functions (e.g. accounting, accounts examining, budget management, grants administration, human resources, payroll, purchasing) at least one of which must be an accounting or budgeting function.

Special Experience: One (1) year of the General Experience must have been at the professional working level of Fiscal Administrative Officer or Accountant. **Note:** Connecticut Careers Trainee experience (target Fiscal Administrative Officer or closely related class) is at the professional training level and is below the professional working level.

Preference: Preference will be given to candidates who possess strong working knowledge or experience with CORE-CT financial modules (purchasing, accounts payable, accounts receivable, asset management) and strong supervisory ability and customer service experience.

Substitution 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 four (4) years for a Bachelor's degree. 2.) A Master's degree in public administration, business administration or accounting may be substituted for one (1) additional year of the General Experience; and 3.) For State Employees experience as a Purchasing Services Officer 1 substitutes for the General and Special Experience on a year for year basis.

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 CT-HR-12 (State Application), resume, letter of intent and three (3) letters of supervisory references from current and/or previous supervisors. State employees must submit two most recent performance appraisals in lieu of reference letters to:

DEPARTMENT OF CHILDREN AND FAMILIES
505 HUDSON STREET
HUMAN RESOURCES, 8TH FLOOR

HARTFORD, CT 06106
Attention: Bernice Morgan
FAX: (860) 707-1952

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.