

Department of Mental Health and Addiction Services  
Southwest Connecticut Mental Health System  
JOB OPPORTUNITY  
Associate Fiscal Administrative Officer - SW27910  
Fiscal Services

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

**Open To: Public**

**Location: SWCMHS Administrative Office, 97 Middle Street, Bridgeport, CT 06604**

**Program/Unit: Fiscal Services**

**Salary: \$74,148 - \$95,363**

**Shift/Schedule/Hours: 1<sup>st</sup> shift, 8:00 a.m. – 4:30 p.m., Monday through Friday, 40 hours per week.**

**Posting Date: March 24, 2015**

**Closing Date: March 30, 2015**

**Duties may include but not limited to:** The Associate Fiscal Administrator Officer will function as a working supervisor providing oversight, audit compliance and direct supervision of one Accountant and one Fiscal Administrative Officer; monitors and audits over 40 private nonprofit and personal services grants and contracts; directs office workflow; maintains written procedures; approves routine expenditures; audits and approves client activity funds and stipends; audits and approves p-card expenditures; assists the Fiscal Manager with budgets and financial reporting and other related duties as required.

**Eligibility Requirement:** Candidates must have applied for and passed the Associate Fiscal Administrator Officer 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.**

**Note:** Applicants will be selected in accordance with reemployment, SEBAC, transfer, promotion, collective bargaining unit contract language, merit employment lists and DMHAS affirmative action goals. Therefore, State employees will generally be considered before applicants from outside State service.

**Application Instructions:** **All applicants** must complete a State Employment Application for Examination and Employment (CT-HR-12). Resumes and Curriculum Vitae can be provided as supplemental information but will only be accepted if attached to a fully completed application. All applicants must submit three (3) letters of supervisory reference, and their two most recent performance appraisals.

**PLEASE SEND APPLICATIONS TO:**

**Southwest Connecticut Mental Health System  
Human Resources, 1635 Central Avenue, Bridgeport CT 06610  
Fax: (203) 551-7674  
Email: [SWCMHS.recruit@ct.gov](mailto:SWCMHS.recruit@ct.gov)**

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut and the Department of Mental Health and Addiction Services are equal opportunity/affirmative action employers. Women, minorities and persons with disabilities and in recovery are encouraged to apply.