

**AUDITORS OF PUBLIC ACCOUNTS
JOB OPPORTUNITY
BUDGET OFFICER**

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

Open To: The Public
Location: 20 Trinity Street, Hartford, CT 06106
Salary: Commensurate with experience (minimum of \$63,839; maximum of \$83,889)
Closing Date: November 9, 2011
Job Posting No.: APA position

The Auditors of Public Accounts is seeking to fill a Budget Officer position in its Administrative Unit. Starting salary is \$63,839 depending on experience and qualifications, plus a normal state benefits package.

Summary of Position:

Budget Officer duties involve performing and supervising a full range of professional level fiscal and administrative tasks including, purchasing, accounts payable, accounting, budgeting, payroll and employee benefits.

Examples of Duties:

Assists agency head in budget preparation by compiling and consolidating data and projecting expenditures; maintains budgetary control by monitoring expenditures against appropriations and allotments; prepares budget reports; utilizes EDP systems for financial records, reports, and analyses; exercises functional supervision over a variety of clerical fiscal/administrative activities such as maintenance of accounting records, payroll preparation, and processing of requisitions, purchase orders, and expenditure vouchers; acts as liaison with central state agencies; responsible for accuracy of payroll computations; supervises payroll record keeping, coding, and reconciliations; supervises maintenance of time records; provides information and processes paperwork relating to employee fringe benefits; process human resources records and transactions on EDP system; counsels and advises employees on matters related to employment, separation, payroll, employee assistance programs, family medical leave, employee benefits and/or retirement benefits; advises management on budgetary, purchasing, and HR matters.

Preferred Skills and Ability:

Knowledge of principles and practices of public administration with special reference to governmental budget management and governmental accounting. Knowledge of purchasing principles and procedures, Knowledge of state payroll procedures; Knowledge of benefits administration; interpersonal skills; oral and written communication skills; ability to prepare and analyze financial documents and reports; ability to interpret and apply statutes, regulations and administrative policies; ability to use EDP systems for financial and human resources management; supervisory ability; Considerable experience with Microsoft Office applications, particularly Excel and Access.

Minimum Requirements:

Bachelor's degree in business administration, public administration, accounting or a related field with three years experience or an equivalent combination of education and experience in accounting, budgeting, personnel, purchasing, general business management or management support services.

Application Instructions:

Send résumé, cover letter detailing how you meet the minimum requirements, and three references by e-mail to apaposition@cga.ct.gov. If mail is necessary, to: **Auditor of Public Accounts, State Capitol, 210 Capitol Avenue, Hartford, CT 06106 Attn: APA position. Response Date: No later than November 9, 2011.**

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