



**STATE OF CONNECTICUT  
DIVISION OF CRIMINAL JUSTICE  
JOB OPPORTUNITY**

**OFFICE OF THE CHIEF STATE'S ATTORNEY  
DIRECTOR OF FINANCIAL SERVICES**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS**

**ON THE LAST PAGE.**

OPEN TO: The Public  
LOCATION: 300 Corporate Place, Rocky Hill, CT 06067  
HOURS: 8:00 a.m. – 5:00 p.m.  
SALARY RANGE: \$96,462 - \$131,942  
CLOSING DATE: April 30, 2014

The Division of Criminal Justice is currently recruiting for a Director of Financial Services. The person selected for this position will receive administrative direction from the Deputy Chief State's Attorney for Personnel, Finance and Administration.

**GENERAL STATEMENT OF DUTIES:**

The Director of Financial Services directs a variety of complex technical, fiscal, budgetary and administrative activities for the central office and nearly 50 satellite offices throughout the state. The position is responsible for an agency budget of \$50 million and the management of staff assigned to fiscal services and grants management, and for maintaining the agency's compliance with numerous state and federal statutes, regulations and court orders. The Director of Financial Services serves as a senior member of the Division's leadership team.

**EXAMPLE OF DUTIES:**

Directs the staff and operations of the financial services unit; plans, organizes and directs all business activities, including purchasing, accounting, financial reporting, budget preparation, tracking and control, grant and contract administration, inventory control, and other administrative activities as assigned; formulates program goals and objectives; trains and evaluates staff; interprets, recommends and implements fiscal and administrative policies; reviews financial and administrative operations for compliance with statutory requirements, accepted practices, State and agency policies and procedures; acts as liaison with other State agencies on fiscal and administrative matters; acts as liaison for state and federal audits of division operations; participates in financial planning for the Division; analyzes expenditure and revenue patterns, prepares forecasts and reports; implements updates to accounting systems and controls; provides training to field personnel on fiscal policies and procedures; assists in developing and maintaining procedures manual in all areas of responsibility; directs field audits of petty cash operations to ensure compliance with agency policies; periodically costs out collective bargaining contracts; maintains financial records using the state's electronic accounting and budget systems and Microsoft spreadsheet software; monitors expenditures of all grants and prepares financial reports of grant activities; performs related duties as required.

**QUALIFICATIONS:****Knowledge, Skill and Ability:**

Considerable knowledge of and ability to apply management principles and techniques; considerable knowledge of the principles and practices of public administration, particularly in areas of fiscal management and organization; considerable knowledge of governmental accounting and budgeting; considerable knowledge of and ability to apply relevant State and Federal laws, statutes and regulations; considerable interpersonal skills; considerable oral and written communication skills; considerable ability to analyze financial and statistical reports; considerable ability to utilize data from electronic systems for financial analysis and reporting.

**General Experience:**

Nine (9) years of experience in budget work or in a combination of fiscal/administrative functions (e.g., accounting, accounts examination, budget management, grant administration, payroll, personnel, purchasing) at least one of which must be in an accounting or budget function.

**Special Experience:**

Two (2) years of the General Experience must have been in a supervisory capacity over professional staff.

**Substitutions Allowed:**

1. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half 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.

**Preferred Experience and Training:**

Demonstrated experience in working with governmental budgets;  
Demonstrated experience in grants management;  
Demonstrated knowledge of and ability to apply relevant State and Federal laws, statutes and regulations;  
Demonstrated knowledge of the state budgetary process;  
Demonstrated experience in supervising professionals;  
Demonstrated experience in planning and policy decision making;  
Master's degree in Public Administration, Business Administration or Accounting;  
Experience with PeopleSoft IT software and/or the state's CORE-CT system.

**APPLICATION PROCEDURE:**

Division of Criminal Justice application forms must be completed by all applicants. These forms may be downloaded from the Division web site at [www.ct.gov/csao](http://www.ct.gov/csao). Please send application forms along with resumes and a cover letter describing your interest and suitability for the position to: John J. Russotto, Deputy Chief State's Attorney, Office of the Chief State's Attorney, 300 Corporate Place, Rocky Hill, CT 06067, Attn: Director of Financial Services.(PCN 4875). In addition, candidates should submit three (3) letters from current professional references. Candidates with current state service are required to submit their last two (2) service ratings and copies of their attendance records for 2012 and 2013. Application packages must be postmarked by **April 30, 2014**. Applications received by e-mail or facsimile will not be accepted.