

**DEPARTMENT OF CHILDREN AND FAMILIES
JOB OPPORTUNITY**

**Fiscal Administrative Officer
Solnit South - Business**

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

Open To: **Current State Employee on exam list (Lateral Transfer/promotional opportunity)**
Location: Middletown
Job Posting No: CS43199CO
Hours: 40, Monday - Friday: 8:00 AM to 5:00 PM with one (1) hour lunch or 8:30 AM - 5:00 PM with 30 minute lunch)
Salary: AR -23, \$66,213.00 – 85,597.00, (Annually)
Closing Date: November 12, 2015

The Department of Children and Families is currently recruiting for a full time 40 hours per week Fiscal Administrative Officer. The position will be located at Solnit South, Business Office, 915 Riverview Road, Middletown, CT.

Eligibility Requirement: **Current state employee must have passed the Fiscal/Administrative Officer examination promulgated by the CT Department of Administrative Services (DAS). State employees currently holding the above title of Fiscal/Administrative Officer, or have attained permanent status in the class may apply for a lateral transfer.**

Examples of Duties: Performs a variety of professional fiscal and administrative functions; assists head of fiscal/administrative operations, division head or agency head in budget preparation by compiling and consolidating data and projecting expenditures; maintains budget control by reviewing and authorizing expenditures and monitoring expenditures against appropriations and allotments; prepares budget reports; prepares various financial statements and statistical or narrative fiscal/administrative reports; assists in planning and implementation of financial aspects of EDP systems; utilizes EDP systems for financial records, reports and analyses; prepares or reviews grant budgets and other fiscal portions of grant applications; provides technical assistance to grantees regarding accounting procedures; reviews various contracts, financial documents and financial reports to ensure compliance with grant requirements; exercises functional supervision over a variety of clerical fiscal/administrative activities such as maintenance of accounting records, payroll preparation, preparation and processing of purchase requisitions, grant and contract record keeping; performs technical purchasing tasks such as soliciting bids and recommending contract awards; assists in formulation of policies and procedures relating to area(s) of responsibility and implementation of such policies and procedures; acts as liaison with agency central fiscal and administrative office(s) and/or central state agencies; may supervise support services such as stores, inventory, mailroom, security or maintenance; may perform human resource tasks such as conducting screening interviews and job audits; performs related duties as required.

General Experience: Six (6) years of experience in a combination of fiscal/administrative functions (e.g., accounting, accounts examining, budget management, grant administration, human resources, payroll, purchasing) at least one of which must be an accounting or budgeting function.

*****Preferred Qualifications: Purchasing, Accounts Payable and Receivables, state cash accounts, Asset Management and strong customer service experience. Proficiency with Core financial modules, Microsoft Word and Excel is required.**

Special Requirements: Two (2) years of the General Experience must have been at the paraprofessional level, requiring the exercise of some independent judgment in the application of basic principles and procedures in accounting, budgeting, human resources, purchasing or related fiscal administration functions. Connecticut Careers Trainee experience (target Fiscal/Administrative Officer or closely related class) is at the professional training level and above the paraprofessional level.

Substitution allowed: 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 Special Experience. 3). For state employees two (2) years as a Fiscal/Administrative Assistant may be substituted for the General and Special Experience as a Purchasing Services Officer 1 or 2 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.

Application Instructions: Current state employees who meet the above eligibility requirements should submit a cover letter, and last two Service Ratings and an Application for Employment (CT-HR-12). Please reference Job Posting # **CS43199CO**. Application material can be faxed to (860)550-6433. Applications must be postmarked no later than the closing date indicated above. Incomplete application packages will not be considered. **Due to the large volume of applications received we are unable to provide confirmation of receipt or status updates during the recruitment process.**

**DEPARTMENT OF CHILDREN AND FAMILIES
505 HUDSON STREET
HUMAN RESOURCES, 8TH FLOOR
HARTFORD, CT 06106
Att: Cynthia Sailor**

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.