

DEPARTMENT OF CHILDREN AND FAMILIES  
JOB OPPORTUNITY  
Fiscal Administrative Supervisor

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

**Open To:** Current State Employee on exam list or Lateral Transfer/promotional opportunity  
**Location:** 505 Hudson Street, Hartford, CT  
**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 -29, \$82,534.00 – \$107,280.00, (Annually)  
**Closing Date:** June 24, 2015

The Department of Children and Families is currently recruiting for a full time 40 hours per week (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) Fiscal Administrative Supervisor within the Fiscal Division. The position will be located at 505 Hudson Street, Hartford, CT.

**Eligibility Requirement:** State employees currently holding the above title or those who have previously attained permanent status in this class may apply for a lateral transfer.

**Examples of Duties:** Supervises maintenance of accounts; supervises preparation of financial statements and reports and budget requests in financial planning; reviews and authorizes expenditures; schedules, assigns, oversees and reviews work of staff; provides staff training and assistance; conducts performance evaluations; determines priorities and plans work; establishes and maintains procedures; develops or makes recommendations on development of policies and standards; acts as liaison with other operating units, agencies and outside officials regarding policies and procedures; prepares reports and correspondence; oversees planning and implementation of financial aspects of EDP systems; utilizes EDP systems for financial records, reports, and analyses; assists in analyzing impact of proposed regulations and legislation on agency fiscal/administrative programs and functions; supervises grant and contract administration, including fiscal record keeping and reporting and preparation of new contracts and grant applications; supervises requisitioning, stores and inventory control; supervises purchasing functions; in addition to supervising fiscal/administrative functions, may supervise support services such as stores, inventory, facilities/equipment maintenance, mailroom, food services, facilities/equipment security; may supervise payroll preparation and preparation and processing of human resources forms; performs related duties as required.

**General Experience:** Eight (8) years of experience in a combination of fiscal/administrative functions (e.g., accounting, payroll, purchasing) at least one (1) of which must be an accounting or budgeting function. Descriptions of these fiscal/administrative functions are attached.

**\*\*\*Preferred Qualifications:** Budgeting, Accounting, Reconciliation of state cash accounts 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 professional working level of Fiscal/Administrative Officer or Accountant.

**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 General Experience. 3). For State Employees 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 # TH42999CO. 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, 8<sup>TH</sup> FLOOR  
HARTFORD, CT 06106  
Att: Taneisha Hancel  
FAX: 860.550.6433

**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.