



DEPARTMENT OF DEVELOPMENTAL SERVICES - NORTH REGION
JOB OPPORTUNITY
FISCAL/ADMINISTRATIVE SUPERVISOR
EAST HARTFORD BUSINESS OFFICE

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

Open To: Candidates on Current Exam List or Lateral Transfer
Location: Business Office, East Hartford
Job Posting No: 00020104
Hours: Monday through Friday 8a-4:30p (40 hours/weekly)
RDO's: Saturday & Sunday
Salary: \$82,534 to \$107,280*
*Incumbents new to state service begin at the minimum
Closing Date: August 25, 2014

Examples of Duties: Duties consistent with the Fiscal/Administrative Supervisor job specification. Supervision of Professional, ParaProfessional, and Clerical staff over a full range of fiscal/administrative functions. Accountability for Clinical Service Funds--writing contracts, managing budget, and completing monthly CFSR. Oversee Fixed Assets area--adds/deletes, annual fixed asset audit, and preparation of CO-59 Annual Fixed Asset Report. Oversee the Bond Fund Project area--review purchase orders and payments, and track various bond project funds using CORE-CT. CORE-CT voucher approver for Rent Subsidy, One-Time grants, and General Fund payments. Oversee Fiduciary Fund area. Proficient with CORE-CT and Excel. Perform related duties as assigned.

MINIMUM QUALIFICATIONS REQUIRED
KNOWLEDGE, SKILL AND ABILITY:

Considerable knowledge of principles and practices of public administration with special reference to governmental budget management and governmental accounting; considerable knowledge of relevant agency policies and procedures; considerable knowledge of relevant state and federal laws, statutes and regulations; knowledge of grants and contracts preparation and administration; knowledge of purchasing principles and procedures; knowledge of types, characteristics and sources of supply and market factors of assigned commodities; knowledge of business law as it applies to purchasing contracts and sales; knowledge of human resources and payroll practices and procedures; considerable interpersonal skills; considerable oral and written communication skills; considerable ability in preparation and analysis of financial and statistical reports; ability to understand and apply relevant state and federal laws, statutes and regulations; ability to utilize EDP systems for financial management; supervisory ability.

EXPERIENCE AND TRAINING

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.

Special Experience:

Two (2) years of the General Experience must have been at the professional working level of

Fiscal/Administrative Officer or Accountant.

Note:

Connecticut Careers Trainee experience (target Fiscal/Administrative Officer or closely related class) is the professional training level and below the professional working level.

Substitutions Allowed:

1. 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.

Application Procedure for Current DDS Employees who are Lateral Transfer Candidates and Applicants for Promotion within the DSW Classification Series:

Interested and qualified candidates who meet the above requirements should submit a fully completed DDS Application for Lateral Transfer/Promotion and copies of their last two performance appraisals.

Application Procedure for All Other Applicants:

Interested and qualified candidates who meet the above requirements should submit a fully completed Application for Examination or Employment (CT-HR-12) located at www.das.state.ct.us/exam. Current State employees must also provide copies of their last two performance appraisals. Non-State employees must also provide 2 letters of reference.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

All application materials must be received by 11:59pm on the closing date indicated above

Incomplete application materials will not be considered.

Send application materials to:

**Department of Developmental Services – North Region
155 Founders Plaza/255 Pitkin Street – 2nd Floor – East Hartford, CT 06108
Attn: Recruiter**

Email: DDS.NR.Recruiting@ct.gov Phone: (860) 263.2623 Fax: (860) 706.1420

Application materials can be emailed, faxed or mailed

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.

