

**DEPARTMENT OF BANKING  
JOB OPPORTUNITY  
FISCAL/ADMINISTRATIVE ASSISTANT  
BUSINESS OFFICE**

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

**Open To:** Candidates on the current examination list or lateral transfer  
**Location:** 260 Constitution Plaza, Hartford, CT  
**Job Posting #:** 8962  
**Hours:** Full-Time, 40 hours per week  
**Starting Salary:** \$2,015.06 Bi-Weekly  
**Closing Date:** Applications must be received by the close of business on Friday, January 31, 2014.

The State of Connecticut Department of Banking seeks a Fiscal/Administrative Assistant for our Business Office. The successful candidate will be trained in the following areas: payroll processing and payroll reconciliation; benefits administration; resolving time and labor issues; accounts receivable, including calculating rates and preparing invoices for industry examinations; General Ledger reconciliation; running monthly financial reports; gathering and consolidating data for budget preparation; performing basic bookkeeping and accounting activities and related duties as required.

**Preferred Skills and Ability:** The preferred candidate will have experience with Core-CT Financials, HRMS, and EPM.

**Eligibility Requirement:**

Candidates must have applied for and passed the Fiscal Administrative Assistant Exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

**Note:**

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

**Application Instructions:**

Interested and qualified candidates who meet the above requirements should mail a cover letter, resume, and a CT-HR-12 ([http://das.ct.gov/HR/Forms/CT-HR-12\\_Application.pdf](http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf)) Application for Employment to:

**Bonnie Schlechtweg  
Human Resources Assistant  
Department of Banking  
260 Constitution Plaza  
Hartford, CT 06103**

Incomplete and late application packages will not be considered

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an affirmative action/equal opportunity employer and strongly encourages the applications of women, minorities, veterans, and persons with disabilities.