

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES

JOB OPPORTUNITY

FISCAL ADMINISTRATIVE OFFICER #OC75021

**OFFICE OF THE COMMISSIONER
FISCAL SERVICES BUREAU**

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

Open To: Candidates on the current exam list for Fiscal Administrative Officer
Location: Connecticut Valley Hospital/Havilland Hall, Middletown, CT
Job Posting No: OC75021
Schedule: Monday - Friday, 8:00 a.m. – 4:30 p.m., Full time, 40 hours per week
Salary Range: \$62,411.00 - \$80,682.00
Posting Date: December 5, 2013 **Closing Date:** December 11, 2013

Eligibility Requirement:

Candidates must have applied for and passed the Fiscal Administrative Officer 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. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

Duties include: Responsible for the Asset Management process for the Department Of Mental Health and Addiction Services' eight Facilities located throughout the state. The functions include processing Purchase Requisitions, Receipts and Vouchers in the CORE-CT Financial Module for purchase and payment of equipment and controllable assets; working with Vendors as required to assure appropriate billing; overseeing the annual Physical Inventory process for all eight DMHAS Facilities; overseeing the input of data into the CORE-CT system for tagging, uploading, cost adjustments, transfer and disposal of assets; coordinating the new DAS process for disposing of surplus assets; overseeing the process of submitting CO-853 forms for reporting assets missing during the physical inventory. Independently develops the annual CO-59 Asset reporting forms for the individual facilities and consolidated for the department.

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

Application Instructions: Interested and qualified candidates who meet the above requirements should submit the State of Connecticut Application for Examination and Employment (CT-HR-12). The position number must be noted at the bottom of Page One of the State of Connecticut Application (CT-HR-12).

PLEASE SEND APPLICATIONS TO:

DMHAS/Office of the Commissioner
Human Resources 4th Floor
410 Capitol Avenue,
Hartford, CT 06106
Fax: (860) 418-6697
Maria.D.DeJesus@ct.gov

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. **(P-5)**