

DEPARTMENT OF LABOR
PROMOTION/TRANSFER
ASSOCIATE FISCAL/ADMINISTRATIVE OFFICER (AR26)
BUSINESS MANAGEMENT
(Accounts Payable/Payroll)

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

Open To: Agency Employees Only
Location: 200 Folly Brook Boulevard, Wethersfield
Job Posting No: 616
Hours: Full time
Salary: \$71,988 - \$92,585
Closing Date: February 13, 2014

Eligibility Requirement: Candidates must have applied for and passed the Associate Fiscal/Administrative Officer exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. Agency employees who achieved permanent status in this class may also apply.

Duties: Supervising the fiscal and administrative operations in the Accounts Payable and Payroll units; Planning and coordinating workflow, determining priorities, ensuring integrity of CORE-CT processing, and assigning and reviewing job tasks; Establishing accounting procedures and monitoring processing workflow in order to streamline unit functions; Reviewing and approving, in CORE-CT, the vouchers processed by unit staff; verifying the multiple accounting funding streams of both the state (CORE-CT) system and the federal (FARS) accounting system are being properly allocated; requires full knowledge of complex accounting crosswalk between the two systems; Monitoring allotment balances, encumbrance balances, and voucher payment schedules in order to ensure continuous availability of funding for agency operating budget expenditures; Analyzing and making recommendations regarding the timing and amount of expenditures for property leases, premises expenses, and other operating areas of the budget; Reviewing and reconciling agency revenues and deposits to ensure the accuracy of the accounts; Preparing worksheets and reports, as required; Training and assisting other Business Management staff in the proper utilization of the CORE-CT accounting system. Resolving processing issues with Core-CT Support by serving as a primary liaison with CORE-CT Support regarding all Business Management applications, especially the Accounts Payable and Payroll units; Reconciling agency time and attendance reporting system leave balances between the FARS and Core-CT payroll systems; Serving as a primary liaison between DOL employees, state agencies, and vendors in regard to accounts payable and payroll issues; Work with audit staff on all aspects of payroll and accounts payable operations; troubleshooting issues that are in need of immediate resolution and/or reconciliation; Conducting employee performance evaluations; Performs other related duties as requested.

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 a State of Connecticut Application for Examination or Employment (CT-HR-12) and copies of their last two service ratings. The CT-HR-12 can be downloaded from the DAS website at <http://www.das.state.ct.us/cr1.aspx?page=13>. Reference Job Posting No. 616 on application. Applications will not be considered if incomplete, missing materials, or not received or postmarked by the above closing. Submit via mail to:

DEPARTMENT OF LABOR – HUMAN RESOURCES
200 Folly Brook Boulevard
Wethersfield, CT 06109
FAX NUMBER (860) 263-6699

Please note: If you are choosing to fax your application, it is not necessary to also send an original copy. Due to the large number of expected applicants we cannot confirm receipt of application materials. Not all individuals who apply will be granted an interview.