

**DEPARTMENT OF TRANSPORTATION  
JOB OPPORTUNITY  
FISCAL ADMINISTRATIVE ASSISTANT**

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

**Open To:** Candidates on a current examination list.  
**Location:** Accounts Payable, Newington, CT  
**Job Posting No:** 00425  
**Hours:** 40 hours/week, Monday – Friday (8:00 am to 4:30 pm)  
**Salary:** AR 19: \$55,797.00 to \$70,999.00 annual  
**Closing Date:** July 6, 2015

**Eligibility Requirement:** Candidates must have applied for and passed the Fiscal/Administrative Assistant examination 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.

**KNOWLEDGE, SKILL AND ABILITY:** Knowledge of bookkeeping, financial record keeping and basic governmental accounting principles and practices; knowledge of basic procedures of budget preparation and control; some knowledge of human resources and payroll procedures, purchasing procedures and contract preparation; basic interpersonal skills; oral and written communication skills; considerable ability in arithmetic computations; ability to audit financial documents; ability to understand and apply statutes and regulations; ability to utilize EDP systems for financial management.

**PREFERRED EXPERIENCE/KNOWLEDGE:** Demonstrated experience with PeopleSoft, Core-CT or comparable financial program, especially creating and approving vouchers in Accounts Payable. Superior customer service experience; considerable ability in mathematical computations and problem solving skills; ability to reconcile discrepancies. Working knowledge of Travel Authorization Policy and Employee Reimbursement Process. Possession of excellent written, oral and interpersonal communication skills. Knowledge of general office procedures including maintaining records and files, and operating office equipment.

**Examples of Duties:** Accurately process expenditure documents (purchase orders, non-purchase orders, and template vouchers) through the Accounts Payable Module in Core-CT for prompt payments to utility companies, contractors, consultants, employee reimbursement, travel authorization and various other suppliers for capital assets, commodities and services purchased, expending both state and federal funds. Reconcile utility accounts to insure proper payments; timely termination of accounts, accurate billing is received, and credit payments are received. Problem resolution with vendor and field personnel. Review and process Travel Authorizations; book Airline and Rail travel, registration fees, and process travel and employee reimbursements. File vouchers and open/sort office mail.

**EXPERIENCE AND TRAINING:**

**General Experience:** Four (4) years of experience in complex clerical work in one or more fiscal/administrative functions such as accounting, accounts examining, budget management, grant administration, human resources, payroll, or purchasing.

**Note:** Complex clerical work is defined as generally routine fiscal/ administrative work, such as financial record keeping or examining, bookkeeping, requisitioning or payroll preparation at or above the level of Financial Clerk.

**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 two (2) years.
2. One (1) year as a Pre-Professional Trainee in fiscal/administrative work may be substituted for the General Experience.

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable. Applicants who do not submit all the requested documents will not be considered. The candidate pool resulting from these interviews may be used to fill future Fiscal Administrative Assistant positions within twelve months.

**Application Instructions:** Interested and qualified candidates who meet the above requirements should complete and submit the following documents by mail: cover letter, resume, and application for Employment (CT-HR-12) postmarked deadline of July 6, 2015. State employees must also include copies of their last two (2) service ratings. Applications will not be considered without all the required documents. **Application documents must be mailed (faxes and emailed documents will not be accepted) to:**

Mr. John Miller  
Office of Accounts Payable  
Connecticut Department of Transportation  
PO Box 317546  
Newington, CT 06131-7546

**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.