

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

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

Open To: Candidates on a current examination list and lateral transfers
Location: Office of Purchasing, Newington, CT
Job Posting No: 30661
Hours: 40 hours/week, Monday – Friday (8:00 am to 4:30 pm)
Salary: AR 23: \$66,213.00 to \$85,597.00 annual
Closing Date: July 6, 2015

Eligibility Requirement: Candidates must have applied for and passed the Fiscal Administrative Officer 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.

Examples of Duties: Uses independent judgement to process and approve more complex ePro Requisitions and Purchase Orders in Core-CT for commodities and contractual services. Analyzes relevant contractual requirements; confirms pricing based on such analysis and/or recommends cost-effective sources of supply. Acts as the unit's lead to direct an employee of a lower classification and to assess, assign and monitor the daily workload of the unit. Serves as the unit's primary point of contact for CTDOT field personnel, Core-CT, OSC, DAS, and the vendor community to resolve Purchasing issues, provide guidance, and respond to internal and external inquiries for information and assistance; uses a variety of automated equipment to perform job functions; performs related duties as required. May assist in bid development and administration of contracts.

Preferred Experience: Demonstrated experience with PeopleSoft, Core or comparable financial program; proficiency in Microsoft Outlook, Word and Excel; experienced in performing research assignments and producing reports. superior customer service experience; considerable ability in mathematical computations and problem solving skills; experienced in reading, interpreting and applying applicable contract guidelines, statutes and regulations; capable of independent decision making and adapting to changing work priorities and compressed deadlines; ability to follow complex oral and written instructions; Possession of excellent written, oral and interpersonal communication skills; Knowledge of general office procedures including maintaining records and files, and operating office equipment.

Knowledge, Skills and Abilities: Knowledge of principles and practices of public administration with special reference to governmental budget management and governmental accounting; knowledge of grants and contracts preparation and administration; knowledge of purchasing principles and procedures; some knowledge of human resources and payroll practices and procedures; interpersonal skills; oral and written communication skills; ability to prepare and analyze financial documents and reports; ability to interpret and apply statutes, regulations and administrative policies; ability to utilize EDP systems for financial management.

EXPERIENCE AND TRAINING:

General Experience: Six (6) years of experience in a combination of fiscal/administrative functions (e.g., accounting, accounts examining, budget management, grant administration, human resources, payroll, purchasing) at least one of which must be an accounting or budgeting function.

Special Experience: Two (2) years of the General Experience must have been at the paraprofessional level, requiring the exercise of some independent judgment in the application of basic principles and procedures in accounting, budgeting, human resources, and purchasing or related fiscal administration functions. Connecticut Careers Trainee experience (target Fiscal Administrative Officer or closely related class) is at the professional training level and above the paraprofessional 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) year of the Special Experience.
3. For state employees two (2) years as a Fiscal Administrative Assistant may be substituted for the General and Special Experience.
4. For state employees two (2) years as a Purchasing Assistant may be substituted for the General and Special Experience.

Notes: 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 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 (2) service ratings and last two (2) years of attendance. Applications will not be considered without all of the required documents. **Application documents must be mailed (faxes and emailed documents will not be accepted) to:**

**Ms. Mary Matuszak
Office of Purchasing, Bureau of Finance and Administration
Connecticut Department of Transportation
P.O. Box 317546
Newington, CT 06131-7546**

Only applicants selected for interview will be notified. Due to the large number of expected applicants, we cannot confirm receipt of application materials. Please do not call concerning your application. The candidate pool resulting from these interviews may be used to fill future Fiscal Administrative Officer positions within twelve months.

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.