

OFFICE OF THE STATE COMPTROLLER (OSC)  
JOB OPPORTUNITY  
FISCAL/ADMINISTRATIVE OFFICER  
BUDGET AND FINANCIAL ANALYSIS DIVISION – CORE-CT

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

**Open To:** Candidates on a current examination list.  
**Location:** Budget and Financial Analysis Division - Core-CT, 101 East River Drive, East Hartford, Hartford, CT  
**Job Posting No:** 100749  
**Hours:** Full Time (40 hrs/week)  
**Salary:** \$60,593 (AR23) Starting Annual Salary  
**Closing Date:** Wednesday, March 14, 2012

The Budget and Financial Analysis Division – Core-CT of the Office of the State Comptroller (OSC) is currently seeking a qualified candidate to fill one (1) **Fiscal/Administrative Officer** position. This position is accountable for independently performing a full range of tasks in professional level fiscal and administrative functions and will be assigned to Core-CT in East Hartford.

**Eligibility:** 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 in the class may apply for a lateral transfer. Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.

**Examples of Duties:**

**Position #: 100749** – This position is within the Core-CT financial team. The duties are within the Project Costing and Contract Administration modules and include reconciliation of the module data to the budget transactions in commitment control; assisting state agencies with processing problems within the module; write custom data extraction reports for state agencies; test upgrade changes within the modules; conduct training sessions for state agencies with respect to the modules; write module job aids to assist agencies with daily processing tasks; assist in other modules as needed and performs other related duties as required.

**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; some knowledge of personnel and payroll practices and procedures; some knowledge of purchasing principles and procedures; some knowledge of projecting costing accounting; some knowledge of asset management 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.

**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, purchasing, or related fiscal administrative 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 maximum of four (4) years for a Bachelor's Degree. 2. A Master's Degree in public administration, business administration may be substituted for one (1) year of the Special Experience.

**IDEAL CANDIDATE SHOULD HAVE THE FOLLOWING QUALIFICATIONS AND SKILLS:**

- Strong background in State policy and CORE-CT processes.
- Superior oral and written communication skills.
- Business process analysis, analytical ability and a focus on providing customer service to employees.

**Note:** In accordance with State procedures, candidates appearing on Reemployment/SEBAC lists will be given first preference.

**Application Instructions:**

Interested and qualified candidates who meet the above requirements must submit a cover letter, a completed signed State Application Form (CT-HR-12) and resume (optional) (original **AND** one copy). (Please indicate the job posting numbers on the application form) no later than the closing date at the top of this form to:

Elena Vazquez, HR Associate  
Office of the State Comptroller/Human Resources  
55 Elm Street, 2<sup>nd</sup> Floor, Room 208  
Hartford, CT 06106  
OR  
Fax to: 860-702-3324 (If faxing, only one application is necessary.)  
Email: [elena.vazquez@po.state.ct.us](mailto:elena.vazquez@po.state.ct.us)

INCOMPLETE APPLICATION PACKAGES AND THOSE RECEIVED AFTER THE CLOSING DATE INDICATED ABOVE WILL NOT BE CONSIDERED.

**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.