



State of Connecticut  
JOB POSTING

DEPARTMENT OF EDUCATION  
JOB OPPORTUNITY  
FISCAL ADMINISTRATIVE OFFICER  
ELLA T. GRASSO TECHNICAL HIGH SCHOOL

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

**Open To:** The Public (See Eligibility Requirement)

**Location:** 189 Fort Hill Road, Groton, CT 06340

**Hours:** Monday – Friday, 7:30 a.m. – 4:00 p.m.

**Salary:** \$60,593 - \$78,332

**Closing Date:** November 24, 2010

**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. State employees currently holding the above title or those who have previously attained permanent status in the class may apply.**

**GENERAL KNOWLEDGE:**

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.

**EXAMPLE OF DUTIES:**

In the school business office, the incumbent performs a variety of professional fiscal and administrative functions; assists head of fiscal/administrative operations, division head or agency head in budget preparation by compiling and consolidating data and projecting expenditures; maintains budget control by reviewing and authorizing expenditures and monitoring expenditures against appropriations and allotments; prepares budget reports; prepares various financial statements and statistical or narrative fiscal/administrative reports; assists in planning and implementation of financial aspects of EDP systems; utilizes EDP systems for financial records, reports and analyses; prepares or reviews grant budgets and other fiscal portions of grant applications; provides technical assistance to grantees regarding accounting procedures; reviews various contracts, financial documents and financial reports to ensure compliance with grant requirements; exercises functional supervision over a variety of clerical fiscal/administrative activities such as maintenance of accounting records, payroll preparation, preparation and processing of purchase requisitions, grant and contract record keeping; performs technical purchasing tasks such as soliciting bids and recommending contract awards; assists in formulation of policies and procedures relating to area(s) of responsibility and implementation of such policies and procedures; acts as liaison with agency central fiscal and administrative office(s) and/or central state agencies; may supervise support services such as stores, inventory, mailroom, security or maintenance; may perform human resource tasks such as conducting screening interviews; performs related duties as required.

**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 REQUIREMENT:**

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 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.

**SUBSTITUTION ALLOWED:**

1. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equalling 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.

**NOTE:**

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

**APPLICATION PROCEDURE:**

Candidates must currently hold the **state** job classification of Fiscal Administrative Officer or appear on the current state certified examination list. In addition to meeting the above requirements, candidates **must** submit the following information to the contact person below in order to be considered for this position.

1. Cover letter
2. Application for Employment (CT-HR-12), available online at <http://www.sde.ct.gov>.
3. Three (3) current letters of professional reference
4. State employees: performance appraisals for the last two (2) years

**State Department of Education  
Bureau of Human Resources  
165 Capitol Avenue, Room G-16  
Hartford, CT 06106  
ATTN: Kim Barberi  
TEL: (860) 713-6691  
FAX: (860) 713-7011  
E-MAIL: [kim.barberi@ct.gov](mailto:kim.barberi@ct.gov)**

"The Connecticut State Board of Education is an equal opportunity/affirmative action entity. For more information, please call Levy Gillespie, Equal Employment Opportunity Director, State of Connecticut Department of Education, (860)-807-2071 (American with Disabilities Act Coordinator); and/or Beatrice Tinty, Education Consultant, Connecticut Technical High School System, (860)-807-2220 (Coordinator for matters related to Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973)."

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**