

**DEPARTMENT OF ADMINISTRATIVE SERVICES  
JOB OPPORTUNITY  
Fiscal/Administrative Officer  
Procurement – CORE-CT  
Financial Supply Chain Division**

**CLASSIFICATION:** Fiscal/Administrative Officer  
**JOB POSTING NO.:** 000080859  
**SALARY GROUP:** AR 23 (\$60,593 annually or \$2,321.58 to \$78,332 or- \$3,001.23 Biweekly)  
(Note: those new to state service start at \$60,593)  
**OPEN TO:** Candidates on a current examination list  
**LOCATION:** 101 East River Drive, East Hartford, CT 06108  
**SHIFT:** 1<sup>st</sup> Shift, Full-time 40 hours per week  
**CLOSING DATE:** September 10, 2012

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

**Examples of Duties, but not limited to:**

This position is within the CORE-CT financial team. The duties can be within the Purchasing Module, or any other financial module, and includes reconciliation of posted transaction activity in the modules to the related general ledger; 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 and routine maintenance changes within the modules; implementation of new functionality within the module which can be introduced through an upgrade of the software; configuration of the module, conduct training sessions for state agencies with daily processing tasks; assist in other modules as needed; assist in the development of statewide business process for transactional operations within the module, requirements for GAAP reporting and performs other related duties as required.

**Minimum Qualifications Required**

**Knowledge, Skill and Ability:**

Knowledge of principles and practices of public administration with special reference to governmental budget management, governmental accounting and purchasing and contracting principles and procedures; knowledge of grants and contracts preparation and administration; some knowledge of personnel and payroll practices and procedures; some knowledge of projecting costing accounting; some knowledge of asset and inventory 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, and recommend changes to regulations and administrative policies; ability to utilize EDP systems for financial management.

**Preferred Skills & Abilities:** Considerable knowledge and experience with State policy, procedures and statutes; ability to communicate effectively both verbally and in writing; considerable knowledge and experience with business process analysis, analytical ability and a focus on providing customer service to employees; considerable knowledge and experience in more than one financial "PeopleSoft" CORE-CT modules, one of which must be the Purchasing Module.

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

Interested and qualified candidates must mail the following: **cover letter, a completed signed State Employment Application form (CT-HR-12), resume and the last 2 performance evaluations and is postmarked by September 10, 2012** to:

**Eileen Morin**  
**DAS/Small Agency Resource Team**  
**165 Capitol Avenue, 5-East**  
**Hartford, CT 06106**  
**OR**  
**Fax: (860) 713-7473**

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.