



**OFFICE OF POLICY AND MANAGEMENT
JOB OPPORTUNITY
FISCAL/ADMINISTRATIVE OFFICER
DIVISION OF ADMINISTRATION**

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

Open To: Candidates on a current examination list or lateral transfer.

Location: 450 Capitol Avenue, Hartford, CT 06106

Job Posting No: 115481

Hours: 40 hours per week (Monday – Friday 8 a.m. – 5 p.m.)

Salary: AR 23 (\$66,213 - \$85,597 annual)
(New hires into state service will start at the minimum of the salary range)

Closing Date: Friday, December 2, 2016, 3:00 p.m.
Applications must be received in this office by the closing date and time, no exceptions

The Office of Policy and Management seeks to fill a Fiscal/Administrative Officer vacancy in the Division of Administration.

Position Description: Responsibility for various fiscal and administrative functions including:

- Administration of self-service payroll system and benefits program for approximately 110 employees.
- Grant administration including review of quarterly financial reports to the federal government, monitoring of federally funded positions against approved budget, and calculating and allocating interest income for applicable federal grants.
- Management of accounts receivable functions including compiling and maintaining information on monies owed to the State, monitoring collection efforts, and processing requests to write-off uncollectible receivables.
- Processing of vouchers.
- Assist with establishing purchasing set aside goals

Preferred Experience: The preferred candidate will have a diverse fiscal and administrative background, including, at least, payroll practices and procedures. The preferred candidate will have experience working with PeopleSoft Core-CT and financial management, analysis and reporting experience.

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 for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

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.

Note: 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 submit the following five (5) documents and forward as indicated below:

1. Cover letter that describes your interest and suitability for the position.
2. Resume.
3. State of Connecticut Application for Employment ([CT-HR-12](#)), available online by clicking [here](#). **Do not write your social security number on the application materials.**
4. Your last three (current and consecutive) performance evaluations. If you are not a state employee and do not receive annual performance evaluations you may submit three letters of reference in lieu of the evaluations.
5. Confirmation you are on the current Fiscal / Administrative Officer exam list.

Submit your application package to:

**Office of Policy and Management
450 Capitol Avenue
MS # 52 ADM
Hartford, CT 06106
Confidential Fax: (860) 706-5790 (preferred method)
Attn: Carolyn Kozak, Human Resources**

Tel: (860) 418-6324

Note: Incomplete and/or late application packages and application packages received via email 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.