

State of Connecticut
JOB POSTING

**State of Connecticut
The Department of Social Services
Job Opportunity**

Fiscal/Administrative Assistant

APPLICANTS MUST HAVE TAKEN AND PASSED THE DEPARTMENT OF ADMINISTRATIVE SERVICES EXAMINATION FOR FISCAL/ADMINISTRATIVE ASSISTANT. STATE EMPLOYEES WHO ARE CURRENTLY CLASSIFIED AT THIS LEVEL OR PREVIOUSLY ATTAINED PERMANENT STATUS IN THIS CLASSIFICATION WILL BE CONSIDERED FOR LATERAL TRANSFER. APPLICANTS WILL NOT HAVE THE OPPORTUNITY TO TAKE THE EXAM PRIOR TO THE CLOSING DATE TO QUALIFY FOR THIS VACANCY.

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

Posting Date: January 15, 2015

Closing Date: January 22, 2015

The Department of Social Services is presently accepting applications to fill one (1) Fiscal/Administrative Assistant position in the Financial Services Division of the DSS at the Central Office location.

Open To: The Public and State Employees currently on the exam list or working within the title.

Position: Fiscal/Administrative Assistant

Position Number: 110638

Bargaining Unit: Administrative & Residual (P-5)

Salary Range: \$54,171 - \$68,931 Annually (AR-19)

Hours: Monday through Friday 40 Hours per week

Location: 55 Farmington Avenue, Hartford, CT 06105

The preferred candidate will be fluent in Spanish and have the ability to interpret Spanish to English.

Duties and Responsibilities:

Performs paraprofessional level work in fiscal and administrative activities; independently performs bookkeeping and basic accounting activities such as maintaining, balancing, and reconciling an interrelated group of accounts; independently accountable for an accounts receivable or accounts payable process including varied and complex procedures and activities; prepares simple financial statements and assists in preparation of complex financial statements; calculates rates involving complex arithmetical formulas; gathers and consolidates payroll and expenditure data for budget preparation; ensures that expenditures plus encumbrances are within appropriation limits; reviews routine expenditures for compliance with itemized budgets; utilizes EDP systems for financial records and reports; independently performs purchasing functions including preparing and processing purchase orders and requisitions, authorizing routine purchase orders, and preparing requests for proposals; independently prepares renewal or new contracts based on awards;

Duties and Responsibilities (cont.):

ensures that routine payments are in compliance with contract provisions; may perform routine agency human resource functions; performs related duties as required.

Minimum Qualifications Required

Knowledge, Skill and Ability:

Knowledge of bookkeeping, financial record keeping and basic governmental accounting principles and practices; knowledge of basic procedures of budget preparation and control; some knowledge of human resources and payroll procedures, purchasing procedures and contract preparation; basic interpersonal skills; oral and written communication skills; considerable ability in arithmetic computations; ability to audit financial documents; ability to understand and apply statutes and regulations; ability to utilize EDP systems for financial management.

Note: This position may be filled by mandatory candidates from the Re-employment and SEBAC Lists, which we are obligated to use. Applications also will be accepted from state employees who have attained permanent status in the class and from candidates, who have taken and passed the current Examination for Fiscal/Administrative Assistant.

APPLICATION PROCEDURE: Interested and qualified candidates who meet the above requirements should submit a cover letter, a State of Connecticut Application for Examination or Employment (CT-HR-12), and two (2) letters of professional references from current or former Supervisors or Managers. The CT-HR-12 application form may be downloaded from the State of Connecticut's Department of Administrative Services' website at: www.das.state.ct.us/exam/default.asp#APPLICATION. In lieu of references, State employees must submit copies of their two (2) most recent performance evaluations. Please be sure to specify the job posting number on all application materials.

Please mail your completed CT-HR-12 and the additional requested documents to:

Kelly Geary
Principal Human Resources Specialist
Department of Social Services
5th Floor – Human Resources Division
55 Farmington Avenue
Hartford, CT 06105

~PLEASE BE ADVISED THAT HAND-DELIVERED APPLICATIONS WILL NOT BE ACCEPTED~

~TWO (2) COMPLETE SETS OF ALL APPLICATION MATERIALS MUST BE SUBMITTED~

Incomplete or late applications will not be considered. Due to the large number of applications received we are unable to field phone inquiries to confirm receipt of applications

APPLICATIONS MUST BE RECEIVED OR POSTMARKED BY THURSDAY, JANUARY 22, 2015.

An Equal Opportunity / Affirmative Action Employer

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.