

CONNECTICUT VALLEY HOSPITAL

FISCAL ADMINISTRATIVE ASSISTANT – CV101201

Location: CONNECTICUT VALLEY HOSPITAL
Program/Unit: ADMINISTRATIVE & SUPPORT SERVICES DIVISION – Fiscal Valley Finances
Shift/Schedule/Hours: 1st Shift, Monday – Friday, 7:30 a.m. to 4:00 p.m. 40 hours
Salary: \$51,061.00 annually
Posting Date: April 18, 2012 **Closing Date:** April 24, 2012

Eligibility: This is a competitive classification. State employees currently holding the above title or those who have previously attained permanent status or candidates who have applied for and passed the Fiscal Administrative Assistant examination, and therefore, on the current certification list promulgated by the Department of Administrative Services for this classification may apply. Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.

Duties may include but not limited to: The duties of the position include, but are not limited to: fiscally responsible for work programs for patient's housed at CVH and is administered by CVH Vocational Rehabilitation Department. There are approximately 170 patients who perform various job assignments throughout the campus. They are paid Connecticut's minimum wage and have their pay computed and direct deposited to their accounts weekly; fiscally responsible for CVHs (32) Ward Activity Programs that has in excess of \$100,000 per year in funds; disperse cash for this program weekly to any of the 32 Ward Programs that require funding; maintains individual budgets on an Excel spread sheet, update weekly, and verify expenses do not exceed budgets; identify only authorized employees are allowed to receive money for their wards; Record Compound Journal Entries by posting cash and check withdrawals for patients utilizing EDP; Prepare checks in client Quick Books for all cash or check withdrawal requests; Responsible for processing accounts payables relating to Valley View Café and CVH Greenhouse expenditures. These total approximately \$475,000 and \$80,000 a year respectively; Process payments based on verification of receipt for services and commodities; Prepare weekly detailed budget reports on Excel spreadsheet for Administrator of CVH Patient Work Program while providing related assistance in maintaining fiscal control of this area. This report shows remaining budgeted amounts as compared with established allotments for each Ward and their various reimbursements with an approximate \$320,000 a year budget; Prepare State Comptroller Petty Cash Fund reimbursement (CO-17RPC) as Petty Cash Custodian for our General Fund Petty Cash Account, weekly, maintaining a balance of \$40,000 allotted funds. Batch replenishments average between \$12,000 and \$21,000 each and include expenses mainly related to Patient Payroll and Ward Programs; Post deposits to Treasurer State of Conn. via CORE CT, report daily or as needed. Also maintain cash control journal on excel spreadsheet for such deposits. Process cash withdrawals, check requests and patient deposits for RVS Client Accounts. Transactions were as follows: 2,060 deposits posted totaling \$1,125,569. 4,372 individual checks processed totaling \$728,502, 3,345 individual cash withdrawals totaling \$431,552. That equates to 9,777 transactions processed totaling \$2,285,623. Using Quick Books, prepares Quarterly Activity Fund and Patients Accounts reports. Review for accuracy and recreate summary reports for management to easily review. CVH provides funding for patients transitioning into community. Typically these grants are a bridge for patients who have no money and are awaiting government entitlements. Review the grant requests submitted by Social Work Dept. to insure they meet the criteria of eligibility set forth in CVH procedures. Refer to Fiscal Manager for final approval and then process a check payment per grant instructions; Reconcile monthly bank statements (consists of hundreds of cancelled checks and thirty to forty deposits) to Quick Books activity transaction ledgers. Inconsistencies are noted and investigated to it conclusion. Reconciling all 4 accounts is usually a full day job once a month; performs all other duties as assigned

Note: Applicants will be selected in accordance with reemployment, SEBAC, transfer, promotion, collective bargaining unit contract language, merit employment lists and DMHAS affirmative action goals. Therefore, State employees will generally be considered before applicants from outside State service.

To be considered for this position as a successful exam list candidate: All applicants must complete a State Employment Application for Employment (CT-HR-12) with the position number listed at the bottom of the first page of the application. Resumes and Curriculum Vitae can be provided as supplemental information but will only be accepted if attached to a fully completed application. **We request that your application for this position be sent as directed below during the posting period.**

PLEASE SEND APPLICATIONS TO:

Deb Robinson, Human Resource Associate
Connecticut Valley Hospital, Human Resources
P. O. Box 351, Middletown, CT 06457
Fax: (860) 262-5055 Phone: (860) 262-5819
Email: Deborah.A.Robinson@ct.gov

The State of Connecticut Application for Examination or Employment (CT-HR-12) and postings can be found on the DMHAS website at www.ct.gov/dmhas/employmentopportunities

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut and the Department of Mental Health and Addiction Services are equal opportunity/affirmative action employers. Women, minorities and persons with disabilities and in recovery are encouraged to apply. **P-5**