

**Quinebaug Valley Community College
JOB OPPORTUNITY
FISCAL ADMINISTRATIVE OFFICER/AR23**

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

Open To: State Employees
Location: Quinebaug Valley Community College, Danielson, CT
Hours: 8:00 – 4:30; 40 hours per week. Monday through Friday, may include some evenings.
Salary: \$60,593
Closing Date: March 4, 2011

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.

General Knowledge:

The Fiscal/Administrative Officer reports to the Director of Finance & Administration and is responsible for analyzing, interpreting and monitoring accounting records and reports especially as it pertains to student, third party billing, and contract accounts

- Manages the student installment payment plan program
- Analyzes accounts receivables and expenditures, and reviews associated financial statements
- Utilizes electronic data processing systems to produce financial records and conduct analysis of grant, general fund and operating fund budgets
- Analyzes, negotiates, and pursues the collection of delinquent accounts including student, third party, contract and installment plan accounts according to College and State procedures including the referral to collection agency and account write-off
- Assist in all functions of cashiering including but not limited to reconciliations and deposits
- Performs monthly account reconciliations
- Maintains control over budgetary allotments and compiles data for use in budget preparation
- Recommends accounting related improvements to business practices and controls especially as it relates to agency, State and Federal programs
- Monitors fiscal aspects of grant programs by preparing or reviewing financial reports for compliance with grant/program contracts and provides technical assistance in maintaining such records
- Coordinates contract approvals between staff, System Office and the Attorney General's office
- Processes employee travel and professional development reimbursement paperwork
- Maintains petty cash fund
- Ensures proper payroll coding to multiple funding sources

Preferred Skills and Ability:

- Excellent customer service skills to interact with students and staff
- Able to maintain confidentiality of financial records and processes

Special Knowledge:

- Proficient in the use of Banner as well as the use of MS Office strongly preferred

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

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and an Application for Employment to:

**Jennifer Hyatt
Human Resources
Quinebaug Valley Community College
742 Upper Maple Street
Danielson, CT 06239
Phone: 860-412-7349
Fax: 860-412-7359
jhyatt@qvcc.commnet.edu**

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.