

DEPARTMENT OF REHABILITATION SERVICES  
JOB OPPORTUNITY

FISCAL ADMINISTRATIVE OFFICER

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

**OPEN TO:** Applications will be accepted only from candidates who have taken the current Fiscal Administrative Officer Examination and have received a passing score, or from state employees who already have attained permanent status in this job class and are eligible for appointment to this position. This position also may be filled by mandatory candidates from Re-employment and SEBAC lists to whom we are obligated to give priority consideration.

**LOCATION:** 25 Sigourney Street  
Hartford, CT. 06114

**JOB POSTING:** 32433

**HOURS:** Monday – Friday

**SALARY RANGE:** \$60,593.00 – 78,332.00, Annually (AR 23)

**POSTING DATE:** June 21, 2013 **CLOSING DATE:** July 5, 2013

The selected candidate will perform a variety of professional fiscal and administrative functions to support the DORS Vocational Rehabilitation Program; using EDP systems including CORE-CT, Case Management System and System 7; VR Program liaison for all contracts including monitoring contracts for extensions, amendments and renewals; responsible for all fiscal related contract and vendor rate maintenance and testing in System 7; assists in budget preparation by compiling and consolidating data to project expenditures for VR Program; maintaining budget control by reviewing and authorizing payment processing in System 7; monitor expenditures against appropriations and allotments; reviews and modify vouchers in CORE-CT interfaced from System 7; prepares and submits various budget reports, financial statements, statistical and/or narrative fiscal/administrative reports, perform technical purchasing tasks, such as soliciting bids and recommending contract awards; functions as liaison for all VR Program regional office relocations; assists in formulation of policies and procedures related to VR Program; assists in planning and implementation of financial aspects of new Case Management System.

Extensive experience working with CORE-CT and caseload management subsystems, accounting and federal grant monitoring experience are preferred.

**EXAMPLES OF DUTIES:** Duties/Responsibilities: Independently applies knowledge and analysis of professional accounting principles; performs cost and financial analysis functions. Prepares financial reports and monitors expenditures for grand and other programs. Reviews spending plans for agency programs. Closely monitors budget and expenditure activity. Reviews requisitions and purchase orders and performs requisition and purchase order budget approvals. Utilizes research techniques and statistical principles and procedures. Works with EDP systems including advanced functions in ACCESS and EXCEL for complex analyses and reporting. Works daily in the State's computerized accounting system (CORE-CT) as well as the Agency's contract monitoring system (CMS). Makes recommendations regarding fiscal policies and guidelines relating to agency programs, grants and contracts. Performs 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 and governmental accounting; knowledge of grants and contracts preparation and administration; some knowledge of personnel and payroll practices and procedures; some knowledge of purchasing principles 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.

**EXPERIENCE AND TRAINING:**

Six (6) years of experience in a combination of fiscal/administrative functions (e.g., accounting, accounts examining, budget management, grant administration, personnel, payroll, purchasing) at least one of which must be an accounting or budgeting function.

**SPECIAL EXPERIENCE:**

Two (2) years of the General Experience must have been at the paraprofessional level, requiring the exercise of some independent judgment in the application of basic principles and procedures in accounting, budgeting, personnel, purchasing or related fiscal administration functions. Connecticut Careers Trainee experience (target Fiscal/Administrative Officer or closely related class) is at the professional training level and above the paraprofessional level.

**Substitutions Allowed:**

1. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.
2. A Master's degree in public administration, business administration or accounting may be substituted for one (1) year of the Special Experience.

**APPLICATION PROCEDURE:** Candidates who meet the above requirements should complete a State of Connecticut Application for Examination or Employment (CT-HR-12). Current state employees should include their two (2) most recent service ratings. Due to the large number of applications received, we cannot confirm receipt of applications. **Incomplete, blank or late applications will not be considered. No fax copies will be accepted. Please mail your completed State of Connecticut Application for Examination or Employment (CT-HR-12) to:**

**Sabrina Betts, Human Resources Specialist  
Department of Rehabilitation Services  
25 Sigourney Street – 6<sup>th</sup> Floor  
Hartford, CT 06106**

**APPLICATIONS MUST BE RECEIVED AND POSTMARKED BY FRIDAY, July 5, 2013  
CLOSE OF BUSINESS**

The CT-HR-12 Application Form may be downloaded from the State of Connecticut's Department of Administrative Services Human Resources Services Website at: [www.das.state.ct.us/exam/default.asp#APPLICATION\\_FORMS](http://www.das.state.ct.us/exam/default.asp#APPLICATION_FORMS).

**The State of Connecticut is an Equal Opportunity/Affirmative Action employer and strongly encourages the applications of women, minorities, and persons with disabilities.**