

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES

JOB OPPORTUNITY

FISCAL ADMINISTRATIVE ASSISTANT #CR23728

CAPITOL REGION MENTAL HEALTH CENTER

MANAGED SERVICES DIVISION

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

**Open To:** Candidates on the current exam list for Fiscal Administrative Assistant  
**Location:** 500 Vine Street, Hartford, CT 06112, Hartford, CT  
**Job Posting No:** CR-23728  
**Schedule:** Monday - Friday, 8:00 a.m. – 4:30 p.m., Full time, 40 hours per week  
**Salary Range:** \$54,171.00 to \$68,931.00  
**Posting Date:** September 22, 2014      **Closing Date:** September 28, 2014

**Eligibility Requirement:** Candidates must have applied for and passed the Fiscal Administrative Assistant 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.**

Duties include: Responsible for initiation and monitoring of all Mental Health PNP (private non-profit) contract execution and renewal, processing Interim reports and Budget Revisions, and preparing annual Surplus analysis; Assists with preparation of annual spending plan, and monthly CFSR report. Runs provider fiscal reports from CoreCt. Monitors and audits all HAF and special fiduciary reports and transmits reports to OOC staff. Initiates and schedules annual provider reviews; Responsible for initiating and monitoring all PSA contract execution and renewal; Processes, audits and logs agency-submitted billing/invoices in collaboration with CRMHC Business Office, reviews fiscal data and forms for completeness. Assists with preparation of CFSR report, notifies agencies re: PSA payment status. Oversees and processes all Property Use contracts and School contract requests. Oversees and updates PSA fiscal tracking logs for above. Responsible for developing and monitoring a tracking system that assures identified contract providers have employee documentation that is current and in compliance with Joint Commission standards; Supervises and maintains the Money Management (MM) Program; Responsible for supervision of MM Coordinator. Oversees monthly reconciliations and audits; Enters data into appropriate automated data management systems. Participates with information system staff to upgrade and modify databases and reports as needed; Maintains office functions for the Community Provider Services section of the Managed Services Division including ordering of supplies. Responsible for special fiscal projects 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.

**Application Instructions:** Due to the large number of lateral transfer forms and applications received, it is extremely important to note the **Job Posting Number (found on the posting)** at the bottom of Page One of the State of Connecticut Application for Examination or Employment (CT-HR-12). Submit to: **E-Mail:** [crmhcrecruitment@ct.gov](mailto:crmhcrecruitment@ct.gov)

**Ramona Sablón, Human Resources Specialist**  
**Capitol Region Mental Health Center – Human Resources Division**  
**500 Vine Street, Hartford, CT 06112**  
**Fax: (860) 297-0931**  
**E-Mail: [crmhcrecruitment@ct.gov](mailto:crmhcrecruitment@ct.gov)**

**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. **(NP-3)**