State of Connecticut
JOB POSTING

DIVISION OF HEALTHCARE INNOVATION
STATE INNOVATION MODEL PROGRAM MANAGEMENT OFFICE
JOB OPPORTUNITY

FISCAL/ADMINISTRATIVE OFFICER (*Repost)

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

Open To: Lateral Transfers and Candidates on a current examination list.

Location: 153 Market Street, Hartford, CT

Job Posting No: **110210**

Hours: Full-time - 40 hours per week

Salary: (AR 23) $64,284 - $83,103 (New hires to State service start at the annual salary of $64,284)

Closing Date: **April 17, 2015**

*Applicants who previously submitted their application package do not need to reapply.

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. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

The Fiscal Administrative Officer position will provide financial management assistance to support the State Innovation Model (SIM) Program Management Office (PMO), which is housed for administrative purposes within the Office of the Healthcare Advocate. The selected candidate will be responsible for managing state fund and federal fund budget and accounting. This individual will also support budget and accounting for associated state agency memoranda of agreement and contracts. The selected candidate for this position will be responsible for assisting the Director in budget preparation by compiling and consolidating data and projecting expenditures; maintaining budget control by reviewing and authorizing expenditures and monitoring expenditures against appropriations and allotments, and preparing budget reports; assist with the preparation and review of grant budgets and other fiscal portions of grant applications; provide technical assistance to grantees regarding accounting procedures; review various contracts, financial documents and financial reports to ensure compliance with grant requirements; recommending contract awards, contract budget preparation and monitoring, and the formulation of policies and procedures relating to area(s) of responsibility. This individual will also handle federal financial reporting and the administration and tracking of federal grant budget change order requests.

The preferred candidate should have experience with general fund accounting, budget preparation and experience with CORE-CT.

Knowledge, Skills and Abilities: 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; knowledge of purchasing principles and procedures; knowledge of human resources and payroll practices 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. Knowledge of the following CORE-CT modules: Human Resources, Financial, EPM and Asset Management.

General Experience: Six (6) years of experience in a combination of fiscal/administrative functions (e.g, accounting, accounts examining, budget management, grant administration, human resources, 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, human resources, 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.

Substitution Allowed: 1. College training may be substituted for the General Experience on the basis of fifteen (l5) semester hours equaling one-half (l/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 (l) year of the Special Experience. **3.** For state employees two (2) years as a Fiscal/Administrative Assistant may be substituted for the General and Special Experience. **4.** For state employees two (2) years as a Purchasing Assistant may be substituted for the General and Special Experience.

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

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and a fully completed Application for Employment (Form CT-HR-12) which is available at: **http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf.**) State Employees to submit copies of their last two (2) service ratings.

Please send completed application package to:

Carmen Rivera, Human Resources Assistant
P.O. Box 816, Hartford, CT 06142-0816

If dropping off application package to 153 Market Street, 7th Floor, Hartford, CT 06103, applications must be received by 4:30 p.m.

INCOMPLETE APPLICATION PACKAGES AND THOSE RECEIVED AFTER THE CLOSING DATE OF 4/17/15 WILL NOT BE CONSIDERED.

DUE TO THE LARGE VOLUME OF APPLICATIONS EXPECTED TO BE RECEIVED, WE ARE UNABLE TO CONFIRM RECEIPT OF APPLICATIONS.

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.