

CONNECTICUT VALLEY HOSPITAL

FISCAL ADMINISTRATIVE OFFICER – CV105547

Location: CONNECTICUT VALLEY HOSPITAL
Program/Unit: ADMINISTRATIVE & SUPPORT SERVICES DIVISION – Fiscal Services
Shift/Schedule/Hours: 1st Shift, Monday – Friday, 7:30 a.m. to 4:00 p.m. 40 hours
Salary: \$60,593.00 annually
Posting Date: July 31, 2013 **Closing Date:** August 6, 2013

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 Officer 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:

Performs a variety of professional fiscal and administrative functions; assists head of fiscal/administrative operations, division head or agency head in budget preparation by compiling and consolidating data and projecting expenditures; maintains budget control by reviewing and authorizing expenditures and monitoring expenditures against appropriations and allotments; prepares budget reports; prepares various financial statements and statistical or narrative fiscal/administrative reports; assists in planning and implementation of financial aspects of EDP systems; utilizes EDP systems for financial records, reports and analyses; prepares or reviews grant budgets and other fiscal portions of grant applications; provides technical assistance to grantees regarding accounting procedures; reviews various contracts, financial documents and financial reports to ensure compliance with grant requirements; exercises functional supervision over a variety of clerical fiscal/administrative activities such as maintenance of accounting records, payroll preparation, preparation and processing of purchase requisitions, grant and contract record keeping; performs technical purchasing tasks such as soliciting bids and recommending contract awards; assists in formulation of policies and procedures relating to area(s) of responsibility and implementation of such policies and procedures; acts as liaison with agency central fiscal and administrative office(s) and/or central state agencies; may supervise support services such as stores, inventory, mailroom, security or maintenance; may perform human resource tasks such as conducting screening interviews and job audits; performs related duties as required.

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:

**Joann K. Castaldo, Human Resources Associate
Connecticut Valley Hospital, Human Resources
P. O. Box 351, Middletown, CT 06457
Fax: (860) 262-5055
Email: Joann.Castaldo@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**