

DEPARTMENT OF SOCIAL SERVICES  
Bureau of Rehabilitative Services  
Job Opportunity

FISCAL ADMINISTRATIVE OFFICER

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

Posting Date: March 26, 2012

Closing Date: April 2, 2012

The Bureau of Rehabilitative Services is presently accepting applications to fill one (1) Fiscal Administrative Officer position, within the Business Services Division. This position is located in our Hartford Central Office.

Open To: The Public and State Employees  
Position: Fiscal Administrative Officer (AR-23)  
Position Number 88395  
Bargaining Unit: Administrative & Residual P-5  
Salary Range: \$60,593.00- \$78,332.00 Annually  
Location: 25 Sigourney Street, Hartford, CT 06106

**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.**

**EXAMPLES OF DUTIES:**

Performs a variety of contract procurement and purchasing tasks; solicits bids and provides price quotes; recommends contract awards; reviews purchase requisitions and provides grants and contracts record keeping associated with process; tracks receipts of goods and services; reviews purchases for compliance with applicable regulations; creates requisitions and purchase orders using electronic accounting system; generates ADHOC reports and maintains accounting records via CORE-CT and the State contracting portal; prepares customer invoicing and maintains Accounts Receivable ledgers.

**Preferred experience with developing contract language and working knowledge of CORE-CT State contracting portal and knowledge of purchasing process.**

**EXPERIENCE AND TRAINING:**

**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) year 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:**

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.

1. A Master's degree in public administration, business administration or accounting may be substituted for one (1) year of the Special Experience.
2. For state employees two (2) years as a Fiscal/Administrative Assistant may be substituted for the General and Special Experience.
3. For state employees two (2) years as a Purchasing Assistant may be substituted for the General and Special Experience.

**Note: This position may be filled by mandatory candidates from the Re-employment and Sebac Lists, which we are obligated to use. Applications will be accepted from candidates and state employees who have attained permanent status in the job classification and from candidates, who have taken and passed the current Examination for Fiscal/Administrative Officer, Exam Number 070840.**

**APPLICATION PROCEDURE:** Candidates who meet the above requirements should complete a State of Connecticut Application for Examination or Employment (CT-HR-12). 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). When faxing materials, keep a copy of your completed application and the fax transmittal receipt for your records **and do not mail a copy of your application form if you have faxed the materials**. Due to the large number of applications received, we cannot confirm receipt of applications. Please forward your completed State of Connecticut Application for Examination or Employment (CT-HR-12) to:

**Kelly Geary, Principal Human Resources Specialist**  
**Department of Social Services**  
**25 Sigourney Street – 12<sup>th</sup> Floor**  
**Hartford, CT 06106**  
**Fax: (860) 951-2979**

**APPLICATIONS MUST BE RECEIVED BY MONDAY, APRIL 2, 2012, CLOSE OF BUSINESS**

**An Equal Opportunity / Affirmative Action Employer**