

DEPARTMENT OF SOCIAL SERVICES  
JOB OPPORTUNITY  
FISCAL ADMINISTRATIVE OFFICER

MEDICAL CARE ADMINISTRATION – MEDICAID MANAGEMENT INFORMATION UNIT

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

The Department of Social Services is presently accepting applications to fill one (1) Fiscal Administrative Officer position, within the Division of Medical Care Administration; Medicaid Management Information Unit. This position is located in our Hartford Central Office.

Open To: The Public and State Employees  
Position: Fiscal Administrative Officer (AR-23)  
Job Posting Number: 98465  
Bargaining Unit: Administrative & Residual (P-5)  
Salary Range: \$60,593.00- \$78,332.00 Annually  
Location: 25 Sigourney Street, Hartford, CT 06106  
Closing Date: February 1, 2012

**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.**

**EXAMPLE OF DUTIES:** Oversight of the MMIS financial management and reporting system operated by MMIS fiscal agent contractor (HP Enterprise Services).

- Oversight of the MMIS financial operations, including financial cycle configuration and processing, payment generation, recoupment processing, payout processing, cash receipt tracking, 1099 discrepancy resolution, and annual 1099 reporting to providers and the IRS.
- Define and design complex financial reports supporting multiple statewide medical assistance programs.
- Validate the accuracy of HP development of new financial reporting requirements via independent review of test data or collaborative presentations with contractor staff, program owners and fiscal management staff.
- Determine priorities for HP financial system engineers in the development of new reporting requirements or resolution of reporting deficiencies.
- Maintain quality and accuracy in all MMIS financial reporting.
- Provide education on the interChange (iC) Financial system operations reports to the new system users.
- Triage the identification of MMIS financial reporting defects and work with the contracted fiscal agent to address, resolve and validate corrective actions.
- Ensure resolution and full documentation of all financial reporting defects/issues.
- Ensure that expenditure reporting is accurate for DFMA to appropriately claim federal funding and to facilitate accurate tracking of expenditures against the State budget.
- Liaison with state and federal auditors as they reconcile financial reports.
- Liaison with Division of Financial Analysis and Management.
- Liaison with the Information Technology Services Division as necessary to support interfacing of check and Electronic Funds Transfer (EFT) issuance, 1099 file generation, and related IRS file exchanges.
- Lead for financial-related business area for the Medicaid Information Technology Architecture (MITA) self assessment initiative and ongoing MITA alignment.

**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.

**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.
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:** 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 No. 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](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. Please forward your completed State of Connecticut Application for Examination or Employment (CT-HR-12) to:

**Maria Taylor, 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 TUESDAY, FEBRUARY 1, 2012, CLOSE OF BUSINESS**

**An Equal Opportunity / Affirmative Action Employer**

**The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.**