The Department of Social Services is seeking a Fiscal Administrative Officer to work within the Contract Administration Unit in our Central Office location.

Open To: Current candidates on the Active Exam List for this title or current state employees currently holding this title.

Location: 55 Farmington Avenue, Hartford, CT

Job Posting No: 0116164

Hours 40 Hours per Week

Salary Range: AR-23 $66,213.00 to $85,597.00 annually

Closing Date: April 18, 2017

Eligibility Requirement: Applicants must have taken and passed the current state of CT examination for Fiscal Administrative Officer. State employees who are currently classified at this level or previously attained permanent status in this classification will be considered for lateral transfer. Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this vacancy.

Knowledge, Skills and Abilities: 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.

PREFERRED EXPERIENCE:
Preferred experience in procurement solicitation; must have proven experience in contract development and administration; preferred health care and/or medical experience; must have strong interpersonal skills and be customer service oriented; must have strong oral and written communication skills; must be able to coordinate and lead small project teams; must have some knowledge of budget preparation.

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.

Substitutions Allowed:
1. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equalling 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: The filling of this position will be in accordance with State reemployment/SEBAC, transfer, promotion, and merit employment rules.

Application Instructions:
Candidates who meet the above requirements should forward a completed State of Connecticut Application for Examination or Employment (CT-HR-12). Please e-mail your completed CT-HR-12, a cover letter and two (2) supervisory reference letters (State employees must submit their two (2) most recent Performance Appraisals and Attendance Records from April 2015 to present instead of references) to:

Department of Social Services
Human Resources Division
HR.DSS@ct.gov

All application materials must be included in ONE attachment and PDF is preferred. Please reference the job posting number on the subject line of the e-mail.

APPLICATIONS MUST BE RECEIVED BY April 18, 2017 CLOSE OF BUSINESS

Late or incomplete applications will not be considered.

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.

If you are requesting special accommodations under the provisions of the Americans with Disabilities Act (ADA) please contact the Affirmative Action Division at 860 424-5040