

State of Connecticut
JOB POSTING

Office of Governmental Accountability
Fiscal Administrative Assistant

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

Open To: Candidates on a current examination list or lateral transfer
Location: 18-20 Trinity Street, Hartford, CT
Job Posting No: **82414**
Hours: Full time, 40 hours per week
Salary: \$1,956.37 bi-weekly (new hires to State)
Closing Date: January 16, 2013

The preferred candidate will be able to multi task in a high pressure environment, have CORE-CT expertise, Microsoft Office experience, State Payroll processing and Accounts Payable experience.

EXAMPLES OF DUTIES: Performs paraprofessional level work in fiscal and administrative activities; independently performs bookkeeping and basic accounting activities such as maintaining, balancing, and reconciling an interrelated group of accounts; independently accountable for an accounts receivable or accounts payable process including varied and complex procedures and activities; prepares simple financial statements and assists in preparation of complex financial statements; calculates rates involving complex arithmetical formulas; gathers and consolidates payroll and expenditure data for budget preparation; ensures that expenditures plus encumbrances are within appropriation limits; reviews routine expenditures for compliance with itemized budgets; utilizes EDP systems for financial records and reports; independently performs purchasing functions including preparing and processing purchase orders and requisitions, authorizing routine purchase orders, and preparing requests for proposals; independently prepares renewal or new contracts based on awards; ensures that routine payments are in compliance with contract provisions; may perform routine agency human resource functions; performs related duties as required.

Application Instructions: Interested and qualified candidates should submit a cover letter that describes your interest and suitability for the position, resume, and application for Examination or Employment (Form CT-HR-12 at <http://www.das.state.ct.us/cr1.aspx?page=13>) to:

Deborah Craig, Human Resources Specialist
Department of Administrative Services, Small Agency Resource Team – SmART Unit
165 Capitol Avenue, 5th Floor East
Hartford, Connecticut 06106
Confidential Fax: (860) 622-4921 (preferred method of submission)

Incomplete, blank, or late applications will not be considered. If faxing your application package, do not mail the original. Duplicates are not necessary.

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.