

DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT
JOB OPPORTUNITY
FISCAL ADMINISTRATIVE ASSISTANT
00011501

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

Open To: CANDIDATES ON A CURRENT EXAMINATION LIST

Location: 505 Hudson Street, Hartford

Job Posting No: 11501

Hours: 40 hours per week

Salary: \$52,593-\$66,923 (AR-19)

Closing Date: September 27, 2013

Eligibility Requirement: Candidates must have applied for and passed the Fiscal Administrative Assistant examination 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.**

Knowledge, Skills and Abilities: Knowledge of bookkeeping, financial record keeping and basic governmental accounting principles and practices; knowledge of basic procedures of budget preparation and control; some knowledge of payroll procedures, purchasing procedures and contract preparation; basic interpersonal skills; oral and written communication skills; considerable ability in arithmetic computations; ability to understand and apply statutes and regulations; ability to utilize EDP systems for financial management.

Examples of Duties: Independently performs purchasing functions, including preparation and processing of purchase orders and requisitions; assign coding for administrative costs per State Accounting Manual and Agency structure to ensure that programs and funds are charged appropriately; utilize CORE-CT, the state government's integrated financial, human resource and payroll system, for related work function responsibilities and report generation; prepare various financial, statistical or fiscal/administrative reports as needed utilizing Excel software and/or CORE-CT; assist with budget preparation and expenditure projections; process expenditures and ensure compliance with contract, appropriation limits and budget provisions; independently performs bookkeeping and basic accounting activities associated with maintenance of DECD administrative accounts; performs the inventory of the Agency, prepares required complex reports and reconciliations; knowledge of inventory control procedures, including surplus property; maintain the Agency's Purchasing Card account, includes the review of monthly statements, reconcile accounts, ensure compliance with program requirements and usage; review staff travel documents and process accordingly; requires in-depth knowledge of State policies and procedures, including applicable bargaining unit/managerial provisions and all other applicable requirements; assist in the creation or updating of policies and procedures relating to areas of responsibility; provide technical assistance to DECD staff in these areas; conduct staff training sessions; manage the Agency's State vehicle assignments, usage, preparation and submittal and required reports and maintenance schedules; manage the lease or purchase of State equipment including copiers and cell phones; perform calculations and prepare reports for the Small Business Enterprise and Minority Business Goals; have knowledge of State requirements for contracts, awards, requests for proposals; communicate knowledge to others within the Department; prepare requests, contracts or proposals; assists in preparation of complex financial reports; perform basic accounts receivable or accounts payable activities as required; performs related duties as required.

General Experience:

Four (4) years of experience in complex clerical work in one or more fiscal/administrative functions such as accounting, accounts examining, budget management, grant administration, human resources, payroll, or purchasing.

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, purchasing or related fiscal administration functions. Connecticut Careers Trainee level and experience (target Fiscal/Administrative Officer or closely related class) is at the professional training above the paraprofessional level.

Note: Complex clerical work is defined as generally routine fiscal/ administrative work, such as financial record keeping or examining, bookkeeping, requisitioning or payroll preparation at or above the level of Financial Clerk. The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit (**please do not email or fax your application package**) a cover letter, a resume, and a Form CT-HR-12 (application for employment) found on the DAS website **no later than close of business September 27, 2013** to:

**DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT
Human Resources Office
505 Hudson Street
Hartford, CT 06106**

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.