

MILITARY DEPARTMENT
JOB OPPORTUNITY
FISCAL ADMINISTRATIVE SUPERVISOR

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

Open To: Candidates on a current exam list
Location: Hartford Armory
Job Posting No: 103343
Hours: Monday through Friday, 8:00 A.M. to 4:30 P.M.
Salary: \$85,011.00 - \$110,499.00
Closing Date: October 31, 2015

Eligibility Requirement:

Candidates must have applied for and passed the Fiscal Administrative Supervisor 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.

Knowledge, Skills and Abilities: Considerable knowledge of principles and practices of public administration with special reference to governmental budget management and governmental accounting; considerable knowledge of relevant agency policies and procedures; considerable knowledge of relevant state and federal laws, statutes and regulations; knowledge of grants and contracts preparation and administration; knowledge of purchasing principles and procedures; knowledge of types, characteristics and sources of supply and market factors of assigned commodities; knowledge of business law as it applies to purchasing contracts and sales; considerable interpersonal skills; considerable oral and written communication skills; considerable ability in preparation and analysis of financial and statistical reports; ability to understand and apply relevant state and federal laws, statutes and regulations; ability to utilize EDP systems for financial management; supervisory ability.

General Experience: Eight (8) years in a combination of fiscal/administrative functions (e.g., accounting & purchasing) at least (1) of which must be an accounting or budgeting function.

Special Experience: Two (2) years of the General Experience must have been at the professional working level of Fiscal Administrative Officer or Accountant.

See Job description for Fiscal Administrative Supervisor at: <http://das.ct.gov/HR/JobspecNew/JobDetail.asp?FCC=6870>

Substitution 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) additional year of the General Experience.
3. For State Employees experience as a Purchasing Services Officer 1 or 2 substitutes for the General and Special Experience on a year for year basis.

Note: 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 a cover letter, a resume, and a State application (CT-HR-12) available at www.das.state.ct.us for Employment to:

MILITARY DEPARTMENT
HARTFORD ARMORY
360 BROAD STREET
HARTFORD, CT 06105
HUMAN RESOURCES, ROOM # 141
FAX NUMBER 860.548.3218

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.