

DEPARTMENT OF SOCIAL SERVICES
JOB OPPORTUNITY
FISCAL/ADMINISTRATIVE MANAGER 2
FINANCIAL SERVICES DIVISION

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

Posting Date: January 14, 2015

Closing Date: January 22, 2015

The Department of Social Services is seeking a Fiscal Administrative Manager 2 who will direct staff over several units including the Budget unit and provide fiscal administrative oversight for additional units. The coordination of fiscal efforts and the monitoring of multiple program budgets will be at the forefront of assignments to this position. The Budget group is responsible for over \$6 billion in expenditure forecasts, monitoring and analysis.

Open To: State Employees Currently on Active Exam List

Location: 55 Farmington Avenue, Hartford, CT 06105

Job Posting No: Fiscal Administrative Manager 2

Position Number 110641

Hours Monday – Friday 40 Hours Per Week

Salary Range: MP-69 \$101,558 - \$138,477

Note: *Applicants must have taken and passed the current state of CT examination (#130290) for Fiscal Administrative Manager 2. 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.*

Essential Responsibilities:

Directs staff and operations of fiscal management functions including budget preparation, management accounting, financial reporting and analysis; coordinates, plans and manages activities; formulates program goals; reviews fiscal and administrative operations for effectiveness and compliance; evaluates staff; directs budget management function.

Minimum Qualifications:

Considerable knowledge of principles and practices of public administration with special reference to governmental budget management and governmental accounting; knowledge of and ability to apply management principles and techniques; knowledge of principles and procedures of personnel, payroll, purchasing, grant administration and contract administration; considerable interpersonal skills; considerable oral and written communication skills; considerable ability to understand and apply relevant state and federal laws, statutes and regulations; considerable ability in preparation and analysis of financial and statistical reports; ability to analyze budgetary and related problems; ability to utilize EDP systems for financial management.

Preference will be given to candidates with enterprise-based financial management experience, with an emphasis on budget, forecasting and analysis.

General Experience:

Ten (10) years of experience in a combination of fiscal/administrative functions (e.g. accounting, accounts examining, budget management, grants administrative, personnel, payroll, purchasing) at least one (1) of which must be an accounting function. Descriptions of these fiscal/administrative functions are attached.

Special Experience:

Two (2) years of the General Experience must have been supervising professional level staff. For state employees this is the level of Fiscal/Administrative Supervisor.

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Note: *The filling of this position will be in accordance with State reemployment/SEBAC, transfer, promotion, and merit employment rules.*

APPLICATION PROCEDURE: Candidates who meet the above requirements should forward a completed State of Connecticut Application for Examination of 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_FORMS. Please **mail in duplicate** your completed State of Connecticut Application for Examination or Employment (CT-HR-12), cover letter, your last two (2) Performance Evaluations, and Attendance Records from July 2012 – current to:

**State of Connecticut
Department of Social Services
55 Farmington Avenue – 5th Floor
Hartford, CT 06105
Attn: Kelly Geary – Human Resources Division**

APPLICATIONS MUST BE POSTMARKED BY THURSDAY, JANUARY 22, 2015

Due to the large volume of applications received, we are unable to confirm receipt of applications.

~PLEASE BE ADVISED THAT HAND-DELIVERED APPLICATIONS WILL NOT BE ACCEPTED~

~TWO (2) COMPLETE SETS OF ALL APPLICATION MATERIALS MUST BE SUBMITTED~

Late or incomplete applications will not be considered.

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.