

State of Connecticut
JOB POSTING

DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION
JOB OPPORTUNITY
FISCAL/ADMINISTRATIVE OFFICER

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

Open To: Lateral transfers and candidates on a current examination list
Location: Middletown
Job Posting No: 79970
Salary: \$64,284 – \$83,103 (New hires to state employment start at the minimum salary range)
Closing Date: Friday, October 10, 2014
(Incomplete or late application packages will not be considered)

The Fiscal/Administrative Officer will be responsible for the administration of federal Homeland Security funds and its relation to public safety.

Eligibility Requirement: Candidates must have applied for and passed the FISCAL/ADMINISTRATIVE OFFICER exam and be on the current certification list promulgated by the Department of Administrative Services. State employees currently holding the title or those who have previously attained permanent status in this class may apply for a lateral transfer. Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.

Duties: Review grant application budget for fiscal accuracy and completeness; review grant award and verify accuracy of budget spreadsheets established by the Grants Administration Unit; prepare timely reconciliations for grant sub-systems (i.e. G:drive) to CORE financial System; review and approve all requests for goods and services to confirm corresponding grant budget; review requests for payment, accuracy and sufficient supporting documentations; review requests for payments, regional cash advance payments; prepares documentation; confirm availability of funds; monitor and review payroll reports for accuracy as they relate to positions funded by grants; prepare supporting documentation pertaining to payroll cost; assist with preparation of quarterly financial reports; maintain records for internal review associated with audits, and performs related duties as required.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion rules.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, resume, [CT-HR/12](#) (State Application) & [CT-HR/13](#) (Addendum), and two (2) letters of professional references from current and/or previous supervisors. State employees must submit two most recent performance appraisals in lieu of references by **Friday, October 10, 2014, close of business** to:

**The Department of Emergency Services and Public Protection
1111 Country Club Road, Middletown, CT 06457-9294
Attn: Denise Shelton, Human Resources Associate
Fax: (860) 685 – 8356**

If faxing your packet; original to be mailed. Please note that due to the large volume of applications received, we are unable confirm receipt of applications.

Candidates who have been selected for employment with the Department of Emergency Services & Public Protection are subject to a detailed background investigation, including a criminal check, federal and reference checks. Selection for employment is contingent upon satisfactory completion of the background investigation.

The State of Connecticut is an Affirmative Action/ Equal Employment Opportunity Employer