

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

[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: 96850

Salary: \$82,534 - \$107,280 (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 Supervisor will be responsible for the administration of federal, state and private grant funds in excess of \$370 million, which includes ensuring compliance to federal, state and grant guidelines and supervising the Fiscal Grants Unit staff.

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. 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: Supervise grant unit; maintain financial accountability for all Federal, State and Private grant funds exceeding \$340 million; review agency grant application budgets for accuracy, completeness and adherence to Federal, State, grant and agency guidelines; review requests for goods and services related to grant funds; ensure adherence to the approved budget, allowance of costs, state procurement policies, etc; reconcile grant activity; prepare quarterly Federal, State and private financial reports; prepare annual indirect cost proposals; prepare agency's annual reports to include Schedule of Expenditures of Federal Awards (SEFA), GAAP reports, Petty Cash report, Internal Control Questionnaires; and 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
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