

**DEPARTMENT OF TRANSPORTATION
JOB OPPORTUNITY**
Fiscal Administrative Assistant
Bureau of Finance & Administration

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

Open To: Candidates on a current examination list.
Location: Headquarters in Newington, CT
Job Posting No: 108672
Hours: 8:00 am to 4:30 pm
Salary: AR-19: \$52,593.00 to \$66,923.00 annual
Closing Date: August 18, 2014

There are two Fiscal Administrative Assistant positions available in the Accounts Payable Unit, Bureau of Finance & Administration.

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.

KNOWLEDGE, SKILL AND ABILITY: 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 human resources and payroll procedures, purchasing procedures and contract preparation; basic interpersonal skills; oral and written communication skills; considerable ability in arithmetic computations; ability to audit financial documents; ability to understand and apply statutes and regulations; ability to utilize EDP systems for financial management.

PREFERRED EXPERIENCE/KNOWLEDGE: Reconciling discrepancies between vendor invoices and orders; CORE financial system, especially creating vouchers; utility usage account reconciliation and payment; and processing Travel Authorizations and Employee Reimbursements.

EXPERIENCE AND TRAINING:

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.

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.

Substitutions 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 two (2) years.
2. One (1) year as a Pre-Professional Trainee in fiscal/administrative work may be substituted for the General Experience.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable. Applicants who do not submit all the requested documents will not be considered. The candidate pool resulting from these interviews may be used to fill future Fiscal/Administrative Assistant positions within twelve months.

Application Instructions: Eligible candidates should submit a cover letter, a resume, an Application for Employment (CT-HR-12). Current State employees are also required to submit copies of their last two (2) service ratings by August 18, 2014 to:

Mr. John Miller
Connecticut Department of Transportation
P.O. Box 317546
Newington, CT 06131-7546
Fax: 860-594-3368
Email: john.miller@ct.gov

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.