

**UCONN HEALTH
JOB OPPORTUNITY
FISCAL ADMINISTRATIVE OFFICER
Office of the Chief Medical Examiner**

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

Open To: The Public
Location: Farmington, CT
Job Posting No: 2015-548
Schedule: Monday - Friday; Hours TBD; 80 Hour Pay Period
Salary: Full time equivalent: \$64,284
Closing Date: Open until filled

In the Office of the Chief Medical Examiner, this class is accountable for independently performing a full range of tasks in professional level fiscal and administrative functions.

Supervision Received: Works under the general supervision of a fiscal or administrative employee of higher grade.

Supervision Exercised: May lead/supervise paraprofessional, fiscal/administrative, clerical and other support staff.

Minimum Qualifications Required - Knowledge, Skills and Abilities: Knowledge of principles and practices of public administration with special reference to governmental budget management and governmental accounting; knowledge of grants and contracts preparation and administration; knowledge of purchasing principles and procedures; some knowledge of human resources and payroll practices and procedures; interpersonal skills; oral and written communication skills; ability to prepare and analyze financial documents and reports; ability to interpret and apply statutes, regulations and administrative policies; ability to utilize EDP systems for financial management.

Examples of Duties: Performs a variety of professional fiscal and administrative functions; assists head of fiscal/administrative operations, division head or agency head in budget preparation by compiling and consolidating data and projecting expenditures; maintains budget control by reviewing and authorizing expenditures and monitoring expenditures against appropriations and allotments; prepares budget reports; prepares various financial statements and statistical or narrative fiscal/administrative reports; assists in planning and implementation of financial aspects of EDP systems; utilizes EDP systems for financial records, reports and analyses; prepares or reviews grant budgets and other fiscal portions of grant applications; provides technical assistance to grantees regarding accounting procedures; reviews various contracts, financial documents and financial reports to ensure compliance with grant requirements; exercises functional supervision over a variety of clerical fiscal/administrative activities such as maintenance of accounting records, payroll preparation, preparation and processing of purchase requisitions, grant and contract record keeping; performs technical purchasing tasks such as soliciting bids and recommending contract awards; assists in formulation of policies and procedures relating to area(s) of responsibility and implementation of such policies and procedures; acts as liaison with agency central fiscal and administrative office(s) and/or central state agencies; may supervise support services such as stores, inventory, mailroom, security or maintenance; may perform human resource tasks such as conducting screening interviews and job audits; performs related duties as required.

Special Requirement: Candidates must be on the Fiscal Administrative Officer Certification list promulgated by the Department of Administrative Services (DAS) at the time of appointment to this position. State employees may apply for lateral transfer if they currently hold the title or have attained permanent status in the class since their most recent hire date.

General Experience: General Experience: Six (6) years of experience in a combination of fiscal/administrative functions (e.g., accounting, accounts examining, budget management, grant administration, human resources, payroll, purchasing) at least one of which must be an accounting or budgeting function.

Special Experience: Two (2) years of the General Experience must have been at the paraprofessional level, requiring the exercise of some independent judgment in the application of basic principles and procedures in accounting, budgeting, human resources, purchasing, or related fiscal administration functions. Connecticut Careers Trainee experience (target Fiscal/Administrative Officer or closely related class) is at the professional training level and above the paraprofessional level.

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 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) year of the Special Experience.
3. For state employees two (2) years as a Fiscal/Administrative Assistant may be substituted for the General and Special Experience.
4. For state employees two (2) years as a Purchasing Assistant may be substituted for the General and Special Experience.

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 please apply to: <https://jobs.uchc.edu> and reference search code 2015-548. Cover letter, resume and references may be uploaded at the time you apply on-line.

UCONN HEALTH
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