

DEPARTMENT OF MOTOR VEHICLES
JOB OPPORTUNITY
FISCAL ADMINISTRATIVE MANAGER 1 - FISCAL SERVICES

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

Open To: Candidates on current exam list or lateral transfer
Location: Fiscal Services/Wethersfield
Job Posting No: 113428
Hours: Monday – Friday (40 hours)
Salary: MP-66 (\$90,282-123,104)
Closing Date: 2/15/16

Eligibility:

Candidates must have applied for and passed the Fiscal Administrative Manager 1 Exam and be on the current Certification List promulgated by the Department of Administrative Services for this classification. DMV employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

Examples of Duties:

Anticipated duties of the Fiscal Administrative Manager position within the Fiscal Services Unit of the Department of Motor Vehicles include but are not limited to: Supervising staff with duties relating to the reporting and collecting of agency revenues totaling 500 million dollars annually; managing staff classifying and recording transactions; reconciling accounts; examination of financial documents to ensure accuracy and conformance as required by reviewing related records, provisions and/or regulations; maintaining accounts receivable including preparing and processing billings; maintaining related accounts; managing accounts receivable; making and recording adjustments; auditing invoices or payments for accuracy and compliance with state regulations; and asset management. Candidate is also required to have the ability to act as agency liaison with financial vendors and central agencies.

Knowledge Skills and Abilities:

Knowledge of professional accounting principles and practices, including knowledge of governmental accounting and budgeting; knowledge of basic auditing principles and practices; accounts payable and accounts receivable. The preferred candidate will be proficient with computer skills, specifically Microsoft Office Suite (Excel and Word) in order to effectively build and review spreadsheet reconciliations and prepare correspondence. Proven knowledge of accounting system software required. Interpersonal skills; considerable arithmetical ability, ability to understand and apply statutes and regulations; oral and written communication skills are required.

General Experience:

Nine (9) years of experience in a combination of fiscal/administrative functions (e.g., accounting, accounts examining, budget management, grants administration, personnel, payroll, purchasing) at least one (1) of which must be an accounting function.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, an Application for Employment (CT-HR-12), and their **last two service ratings** by the above date to:

Department of Motor Vehicles - Human Resources
Attention: Jeremy Kushin
60 State Street, Room 235, Wethersfield, CT 06161.
Email: Jeremy.Kushin@ct.gov
Fax: 860-263-5576

Applications can be downloaded from www.das.state.ct.us/exam. Please Note: Due to the large number of expected applicants we cannot confirm receipt of application materials.

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 documentation will not be considered. Interviews may be limited to candidates whose experience and training most closely meet the requirements of this position.

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.

