

DEPARTMENT OF DEVELOPMENTAL SERVICES
JOB OPPORTUNITY
FISCAL ADMINISTRATIVE SUPERVISOR

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

Open To: Applicants who have applied for and passed the Fiscal Administrative Supervisor Exam and are 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.

Location: Business Office, Wallingford

Job Posting No: 022739

Hours: Full Time, First Shift, Monday – Friday, 8:00 AM – 4:30 PM

Salary: \$3,070.12 Bi-Weekly

Closing Date: January 20, 2014

Examples of Duties: This position will assist the Fiscal Administrative Manager with the overall responsibility for all aspects of the Fiscal Services operations which includes supervising, performing, analyzing, and/or assisting in performing all functions such as budgeting, financial reporting, expenditure monitoring, accounting, purchasing, banking, p-card coordinator, physical inventory, and policies and procedures. Independently must complete the monthly CFSR accurately and on time. Responsible to schedule, assign, oversee and review the work of fiscal services staff. Determines priorities and plans work for assigned staff. Responds to auditor's requests for information; assists with audit responses; reviews prior audit issues to insure compliance; assist and monitor P Card policy to verify compliance; Supervise the management of Petty Cash Account ; Physical Inventory and JESTIR reporting and Co-59; Monitor and manage capital equipment account; Monitor medical health benefits T-19 for clients. Provide staff training and assistance to all Core users. Must be a self-starter, organized, and work independently; Create a climate of growth and development for staff members.

MINIMUM QUALIFICATIONS REQUIRED:

Special Qualification and Job Requirements Knowledge, Skills And Ability Considerable knowledge of principles and practices of public administration with special reference to governmental budget management and governmental accounting; considerable knowledge of relevant agency policies and procedures; considerable knowledge of relevant state and federal laws, statutes and regulations; knowledge of grants and contracts preparation and administration; knowledge of purchasing principles and procedures; knowledge of types, characteristics and sources of supply and market factors of assigned commodities; knowledge of business law as it applies to purchasing contracts and sales; considerable interpersonal skills; considerable oral and written communication skills; considerable ability in preparation and analysis of financial and statistical reports; ability to understand and apply relevant state and federal laws, statutes and regulations; ability to utilize EDP systems for financial management; supervisory ability.

Experience & Training: **General Experience:** Eight (8) years of experience in a combination of fiscal/administrative functions (e.g., accounting, payroll, purchasing) at least one (1) of which must be an accounting or budgeting function.

Special Experience: Two (2) years of the General Experience must have been at the professional working level of Fiscal/Administrative Officer or Accountant.

Preferred Qualifications: Preference will be given to applicants who possess the following:

1. Demonstrated Supervisory experience
2. Experience in conducting transactions in Core-CT.
3. Considerable knowledge of and experience with Microsoft software: Excel, Outlook, Word and Access.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Procedure for Current DDS Employees who are Lateral Transfer Candidates and Applicants for Promotion within the DSW Classification Series: Interested and qualified candidates who meet the above requirements should submit a fully completed DDS Application for Lateral Transfer/Promotion and copies of their last two performance appraisals.

Application Procedure for All Other Applicants: Interested and qualified candidates who meet the above requirements should submit a fully completed Application for Examination or Employment (CT-HR-12) located at www.das.state.ct.us/exam. Current State employees must also provide copies of their last two performance appraisals. Non-State employees must also provide 2 letters of reference.

All application materials must be received by 11:59 p.m. on the closing date indicated above.

Send application materials to:
Department of Developmental Services - South Region
35 Thorpe Avenue, Third Floor, Wallingford, CT 06492
Attn: Recruiter
Phone: 203-294-5122 Fax: 860-920-3035

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.