

**DEPARTMENT OF EDUCATION  
JOB OPPORTUNITY  
FISCAL ADMINISTRATIVE OFFICER  
J.M. WRIGHT TECHNICAL HIGH SCHOOL**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS ON THE LAST PAGE**

**Open To:** See Eligibility Requirement

**Location:** J.M. Wright Technical High School, Stamford, CT

**Hours:** 7:30 a.m. – 4:00 p.m.

**Salary:** \$62,411 - \$80,682

**Closing Date:** December 23, 2013

**Posting #:** 61315

**ELIGIBILITY REQUIREMENT:**

Candidates must have applied and passed the Fiscal Administrative Officer exam 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. Applicants will not have the opportunity to take the exam prior to the above closing date.

Note: \*New hires to state employment start at the minimum of the above salary range.

**EXAMPLE 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.

**QUALIFICATIONS:**

**Knowledge, Skill and Ability:**

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.

**MINIMUM EXPERIENCE AND TRAINING REQUIRED:**

**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 equalling 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.

**PREFERRED EXPERIENCE:**

- Possess written communication, customer service and organizational skills
- Experience in Microsoft Office Programs including Word and Excel
- Experience using Core-CT modules, including A/P, Purchasing, A/R, HR and asset management
- Experience in inventory control, recording, monitoring and distributing equipment/supplies to multiple end users
- Knowledge of payroll procedures
- Knowledge of budget management
- Ability to prepare and analyze financial documents
- Ability to prepare contracts

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

**APPLICATION PROCEDURE/REQUIRED DOCUMENTS:**

**All required documents must be received by close of business on December 23, 2013 to be considered for interview.**

1. A letter of application and resume with details of experience and training.
2. An Application for Examination or Employment (CT-HR-12) which may be obtained from the Department of Education website at <http://www.sde.ct.gov>.
3. The names and contact information for three (3) pertinent professional references.
4. If you are a State employee, please submit a copy of your two most recent service ratings.

**Please submit the above documents to the following address:**

**Department of Education  
Connecticut Technical High School System  
25 Industrial Park Road  
Middletown, CT 06457  
ATTN: Robin Fiumara  
TEL: (860) 807-2148  
FAX: (860) 807-2068**

The CTHSS is committed to a policy of equal opportunity/affirmative action for all qualified persons and equal access to Boy Scouts of America and other designated youth groups. The CTHSS does not discriminate in any employment practice, education program, or educational activity on the basis of **race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. The Department of Education does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction.** Inquiries regarding the Connecticut Technical High School System's nondiscrimination policies and practices should be directed to:

Levy Gillespie  
Equal Employment Opportunity Director/American with Disabilities Act Coordinator  
State of Connecticut Department of Education  
25 Industrial Park Road  
Middletown, CT 06457  
860-807-2101  
Levy.Gillespie@ct.gov  
(Coordinator for matters related to Affirmative Action/Equal Opportunity Employment and nondiscrimination policies and practices)

Beatrice Tinty  
Education Consultant  
Connecticut Technical High School System  
25 Industrial Park Road  
Middletown, CT 06457  
860-807-2220  
(Coordinator for matters related to Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973)

U.S. Department of Education  
Office for Civil Rights  
5 Post Office Square, Suite 900  
Boston, Massachusetts 02109-3921  
617-289-0111  
fax number 617-289-0150  
TTY/TDD 877-521-2172  
(Matters related to race, color, national origin, age, sex and/or disability)

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**