

**OFFICE OF GOVERNMENTAL ACCOUNTABILITY  
OFFICE OF EXECUTIVE ADMINISTRATOR  
JOB OPPORTUNITY**

**FISCAL/ADMINISTRATIVE ASSISTANT (JOB CLASS 1317) PCN 00313  
RE-POST, FIRST POSTED OCTOBER 11, 2013**

**[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)**

**Open To:** Candidates on the current exam list  
**Location:** 18-20 Trinity St., Hartford, CT  
**Hours:** 40 per week Full Time  
**Salary:** AR-19 bi-weekly \$2,015.06 – \$2,564.10  
**Closing Date:** January 31, 2014 - must be received no later than 5 pm

**Eligibility Requirement Fiscal/Administrative Assistant:**

Candidates must be on the current certification list promulgated by the Department of Administrative Services (DAS) for the classification of Fiscal/Administrative Assistant. State employees currently holding that title or those who have previously attained permanent status may apply for lateral transfer.

**Minimum Qualifications Required Knowledge, Skill and Ability:**

Refer to the DAS Class Specification for class code 1317 Fiscal/Administrative Assistant located at <http://das.ct.gov/HR/JobspecNew/JobDetail.asp?FCC=4160>.

Knowledge of basic governmental accounting principles and practices; knowledge of basic budgeting procedures and controls; some knowledge of purchasing procedures; some knowledge of human resources and payroll procedures; considerable interpersonal skills; ability to audit financial documents and to apply statutes and regulations; ability to use Microsoft® Office software and electronic data processing systems (such as CORE-CT).

**General and Special Experience:** The preferred candidate will have experience processing State accounts receivables and accounts payable as well as preparing and processing purchase orders and requisitions.

**Example of Duties:**

Duties include: performing basic accounting activities to assist with the management of accounts receivable; maintaining and reconciling revenue accounts; preparing a monthly revenue reconciliation report; preparing and processing purchase orders and requisitions; preparing and processing routine payments; providing administrative support to the OEA fiscal unit; assisting with asset-management responsibilities.

**Application Instructions:**

Qualified candidates must submit a cover letter, describing your suitability for the position, and the required CT-HR-12 State Employees Application, available online at [http://das.ct.gov/HR/Forms/CT-HR-12\\_Application.pdf](http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf) to:  
OFFICE OF GOVERNMENTAL ACCOUNTABILITY--Human Resources Department  
18-20 Trinity St. 5th Floor, Hartford, CT 06106

**Preferred method of submission:** by secure Fax to 860-622-4927 OR attached to e-mail sent to [OGA.HR@ct.gov](mailto:OGA.HR@ct.gov)  
Refer to PCN 00313.

**ATTENTION: This position was first posted 10-11-13 and the recruitment was suspended. You need not re-apply if you previously submitted an application UNLESS you want to provide additional or updated information.**

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

**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.