

DEPARTMENT OF HOUSING  
JOB OPPORTUNITY  
**DURATIONAL FISCAL ADMINISTRATIVE ASSISTANT**  
**0000000**

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

**Open To:** CANDIDATES ON A CURRENT EXAMINATION LIST

**Location:** 505 Hudson Street, Hartford

**Job Posting No:** 00000

**Hours:** 40 hours per week

**Salary:** \$51,061-\$64,973 (AR-19)

**Closing Date:** June 28, 2013

**Eligibility Requirement:** Candidates must have applied for and passed the Fiscal Administrative Assistant examination 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. **THIS IS A TWO YEAR DURATIONAL POSITION.** Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.

**Knowledge, Skills and Abilities:** Knowledge of bookkeeping, financial record keeping and basic governmental accounting principles and practices; knowledge of basic procedures of budget preparation and control; some knowledge of payroll procedures, purchasing procedures and contract preparation; basic interpersonal skills; oral and written communication skills; considerable ability in arithmetic computations; ability to understand and apply statutes and regulations; ability to utilize EDP systems for financial management.

**Examples of Duties:** responsible for contract management including Personal Service Agreements (PSA); performs paraprofessional level work in fiscal and administrative activities; independently performs bookkeeping and basic accounting activities such as maintaining, balancing, and reconciling an interrelated group of accounts; independently accountable for an accounts receivable or accounts payable process including varied and complex procedures and activities; prepares simple financial statements and assists in preparation of complex financial statements; calculates rates involving complex arithmetical formulas; gathers and consolidates payroll and expenditure data for budget preparation; ensures that expenditures plus encumbrances are within appropriation limits; reviews routine expenditures for compliance with itemized budgets; utilizes EDP systems for financial records and reports; independently performs purchasing functions including preparing and processing purchase orders and requisitions, authorizing routine purchase orders, travel/mileage reimbursements, create and maintain required reports, compile data, perform accounts payable and receivable functions in CORE-CT and DRGR; act as backup for certain duties in the absence of supervisor; assign budget codes for expenditures; prepare requests for proposals; independently prepares renewal or new contracts based on awards; ensures that routine payments are in compliance with contract provisions; may perform routine agency human resource functions; performs related duties as required.

**General Experience:**

Four (4) years of experience in complex clerical work in one or more fiscal/administrative functions such as accounting, accounts examining, budget management, grant administration, human resources, payroll, or purchasing.

**Note:** Complex clerical work is defined as generally routine fiscal/ administrative work, such as financial record keeping or examining, bookkeeping, requisitioning or payroll preparation at or above the level of Financial Clerk. The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

**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 two (2) years.
2. One (1) year as a Pre-Professional Trainee in fiscal/administrative work may be substituted for the General Experience.

**Application Instructions:** Interested and qualified candidates who meet the above requirements should submit (**please do not email or fax your application package**) a cover letter, a resume, and a Form CT-HR-12 (application for employment) found on the DAS website **no later than close of business June 28, 2013** to:

**DEPARTMENT OF HOUSING  
Human Resources Office  
505 Hudson Street  
Hartford, CT 06106**

**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.