

**DEPARTMENT OF REHABILITATION SERVICES
BUSINESS ENTERPRISE PROGRAM**

**JOB POSTING
FISCAL ADMINISTRATIVE ASSISTANT**

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

Open To: Current DORS employees who are on the current Fiscal Administrative Assistant exam list or employees who have attained permanent status in this job class.

Location: 184 Windsor Avenue, Windsor, CT

Posting: 34727 – MUST BE INCLUDED ON THE SUBJECT LINE OF THE EMAIL

Hours: A&R, 40hrs a week

Salary: \$54,171.00 - \$68,931.00

Posting Date: December 12, 2014 through December 19, 2014

The Department of Rehabilitation Services is currently recruiting for a Fiscal Administrative Assistant to assist the Business Enterprise Program. This position will be independently accountable for their accounts receivable and accounts payable process; preparing and processing requisitions and purchase orders; preparing financial statements; gathering and consolidating payroll and expenditure data for budget preparation and monitoring and federal report preparation; ensuring expenditures and commitments are within available fund balance limits; reviewing routine expenditures for compliance with budgets; ensuring routine payments are in compliance with contract provisions; performing related duties as required. Travel will be required. This position is 100% Federally funded.

EXAMPLES OF DUTIES:

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, and preparing 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.

Department of Rehabilitation Services

Fiscal Administrative Assistant

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**MINIMUM QUALIFICATIONS REQUIRED
KNOWLEDGE, SKILL AND ABILITY:**

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 human resources and payroll procedures, purchasing procedures and contract preparation; basic interpersonal skills; oral and written communication skills; considerable ability in arithmetic computations; ability to audit financial documents; ability to understand and apply statutes and regulations; ability to utilize EDP systems for financial management.

APPLICATION PROCEDURE: To be considered candidates need to submit a completed State of Connecticut Application (Form CT-HR-12) and a copy of their two most recent service ratings. The CT-HR-12 Application form may be downloaded from the State of Connecticut's Department of Administrative Services Human Resources Services website at: http://www.das.state.ct.us/HR/Forms/CT-HR-12_Application.pdf.

Incomplete, blank or late applications will not be considered. Also, no fax or hand-delivered copies will be accepted. Please send your completed State of Connecticut Application for Examination or Employment (CT-HR-12) to:

DORS.Recruitment@ct.gov

PLEASE NOTE, THE POSTING NUMBER MUST BE IN THE SUBJECT LINE OF THE EMAIL

Or mail to:

Department of Rehabilitation Services
55 Farmington Avenue, 12th Floor
Hartford, CT. 06105

ATTN: Sabrina Betts - Human Resources

**APPLICATIONS MUST BE RECEIVED AND POSTMARKED ON OR BEFORE
December 19, 2014**

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

The State of Connecticut is an Equal Opportunity/Affirmative Action employer and strongly encourages the applications of women, minorities, and persons with disabilities.