



Department of Administrative Services

Associate Fiscal/Administrative Officer (1309AR)

\$41.17-\$52.95 Hourly / \$3,293.38-\$4,235.60 BiWeekly /
\$85,957.22-\$110,549.16 Yearly



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PURPOSE OF JOB CLASS (NATURE OF WORK)

In a state agency, facility or institution this class is accountable for performing the most complex fiscal tasks within a variety of fiscal and administrative functions or acting as a working supervisor over a variety of fiscal and administrative functions, including payroll oversight.

GUIDELINES FOR JOB CLASS USE

This is a professional advanced working level or working lead level class distinguished from lower level fiscal/administrative classes by the variety and complexity of fiscal management and administration functions performed.

SUPERVISION RECEIVED

Works under the limited supervision of a fiscal or administrative employee of higher grade.

SUPERVISION EXERCISED

May supervise a small number of professionals in addition to paraprofessional and/or other support staff as assigned.

EXAMPLES OF DUTIES

Performs the most complex fiscal and administrative tasks within a unit that clearly exceeds the norm and includes a concentration of highly advanced functions as defined by leadership; plans office work flow and determines priorities; schedules, assigns, oversees and reviews work; establishes and maintains office procedures; provides staff training and assistance; conducts or assists in conducting performance evaluations; acts as liaison with other operating units, agencies and other officials regarding policies and procedures; prepares and analyzes complex financial statements and reports and budget requests; projects expenditures and assists in financial planning; maintains fiscal controls by authorizing non-routine expenditures; manages various phases of budget process; makes recommendations on policies and standards; oversees maintenance of accounting records; utilizes EDP systems for financial records, reports, and analyses; may oversee implementation and analysis of financial and administrative EDP applications; may oversee grant and contract administration; may oversee payroll; may perform complex purchasing tasks such as preparing specifications, soliciting bids and recommending contract awards; may oversee leasing functions including negotiating contracts and space requirements; may supervise support services such as stores, inventory, security, mailroom, food service or maintenance; may supervise payroll, purchasing and/or other fiscal and administrative functions; performs related duties as required.

KNOWLEDGE, SKILL AND ABILITY

Considerable knowledge of principles and practices of public administration with special reference to governmental budget management, governmental accounting, and payroll ; knowledge of grants and contracts preparation and administration; knowledge of purchasing principles and procedures; some knowledge of payroll practices and procedures; 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; some supervisory ability.

MINIMUM QUALIFICATIONS - GENERAL EXPERIENCE

Seven (7) years of experience in a combination of fiscal administrative functions (e.g., accounting, accounts examining, budget management, grants administration, payroll, purchasing) at least one of which must be an accounting, budgeting, or payroll.

MINIMUM QUALIFICATIONS - SPECIAL EXPERIENCE

One (1) year of the General Experience must have been at the professional working level of Fiscal/Administrative Officer, Accountant, or Payroll Officer 2.

Note: Connecticut Careers Trainee experience (target Fiscal/Administrative Officer or closely related class) is at the professional training level and is below the professional working level.

MINIMUM QUALIFICATIONS - 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) additional year of the General Experience.
3. For State Employees experience as a Purchasing Services Officer 1 substitutes for the General and Special Experience on a year for year basis.

JOB CLASS DESIGNATION

Classified/Competitive

OCCUPATIONAL GROUP

(04)-Business Management

BARGAINING UNIT

(16)-ADMIN & RESID (P-5)

EEO

(2)-Professional

SALARY INFORMATION

AR 26

CANCELLATION CLAUSE

This replaces the existing specification for the class of Associate Fiscal/Administrative Officer in Salary Group AR 26 approved effective September 20, 2021. (Revised to modify content) Item No. 22-095R

EFFECTIVE DATE

12/23/2022

ADDENDUM

FISCAL AND ADMINISTRATIVE FUNCTIONS

Distinction will be made between accountability for and participation in these functions. Fiscal/administrative supervisors, managers and chiefs must be accountable for (or supervise) the function if it is to be considered under the Guidelines for Class Use. The descriptions of each functional heading are not meant to be all inclusive. Their purpose is to provide a sampling of tasks in each functional area.

Those areas with an asterisk [*] must consume a significant amount of professional staff hours to be considered additional functions under the Guidelines. As a rule of thumb a significant amount of time will be considered a minimum of ten percent of total professional staff time or supervision of one full time professional position, whichever is smaller.

1. BUDGETING

Accountability for budget preparation and management for agency or facility; at higher levels includes participation in planning and policy decisions.

2. GENERAL FUND APPROPRIATION ACCOUNTING

Supervision of the agency's or facility's general fund accounting; includes maintenance of accounts (EDP or manual); Comptroller reconciliations; internal reconciliations; subsidiary accounts; payment lists; financial statements and reports; petty cash.

3. GRANT ADMINISTRATION (a & b ARE SEPARATE FUNCTIONS)

a. GRANT ACCOUNTING*

Supervision of the maintenance of accounting records, reconciliations, financial statements for grant funds, etc.

b. GRANT MONITORING* (non-programmatic)

Accountable for monitoring (or supervising monitoring) of grantees to ensure that funds are accounted for and expended properly. This can include pre- or post-audit of payments, review and analysis of budgets and financial statements, review of accounting procedures. It may include field work such as assistance with setting up financial records and may include (or consist mainly of) auditing grantees.

4. OTHER ACCOUNTING FUNCTIONS*

Accountability for or supervision of any additional professional accounting or accounts examining work which may be unique to an agency.

5. PURCHASING

Accountability for or supervision of the purchasing of supplies, equipment and contractual services including preparation and revision of specifications, selecting sources of supply, obtaining and evaluating formal written bids, issuing purchase orders, analyzing price trends.

6. CONTRACT ADMINISTRATION

Accountability for or supervision of contract preparation and monitoring including preparation of requests for proposals to obtain consulting or contractual services, determination of evaluation criteria, evaluation of proposals, preparation and monitoring of personal services agreements, point of service contracts and memoranda of understanding.

7. PAYROLL

Supervision of the payroll function and HRIS Maintenance.

8. SUPPORT SERVICES

Each additional support service supervised (e.g., stores, inventory/asset management, facilities/equipment security, facilities/equipment maintenance, mailroom, food service, phone system coordination) having a minimum of three (3) full-time positions or part-time equivalent) or taking a minimum of 10% of total fiscal/administrative staff time can be considered one (1) additional function.

9. INFORMATION TECHNOLOGY*

Supervision of an information technology operation including professional information technology staff (i.e., Information Technology Analyst 1 or above).

CLASS: 1309AR; **EST:** 10/6/1989; **REV:** 1/17/2023;