

ASNUNTUCK COMMUNITY COLLEGE

EMPLOYMENT OPPORTUNITY

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

DATE OF POSTING: November 4, 2009
POSITION: Fiscal/Administrative Assistant
DEPARTMENT: Office of Administrative Services
ANNUAL SALARY: \$49,453
CLOSING DATE: November 16, 2009

OPEN TO: Candidates must be on the current Exam Certification List promulgated by the Department of Administrative Services. State employees currently holding the above title or those who have previously attained permanent status in the class may apply for lateral transfer. Those candidates appearing on Reemployment or SEBAC lists are given first consideration.

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 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; and ensures that routine payments are in compliance with contract provisions. Performs related duties as required, including customer service to students, families, faculty and staff.

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

EXPERIENCE AND TRAINING: 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.

APPLICATION INSTRUCTIONS: To be considered for this position, eligible applicants must submit a cover letter referencing [this](#) posted position (**JOB CODE: FAA**) and a completed state application (PLD-1 – available at www.das.state.ct.us/exam). Submit [via mail](#) to: Asnuntuck Community College, 170 Elm St., Enfield, CT 06082; Fax to (860)253-3069 or E-Mail AS-Administration-HR@acc.commnet.edu

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.