

Office of Governmental Accountability/Office of the Executive Administrator

Job Responsibilities

Executive Administrator – Responsible for the overall operation of the agency regarding human resources, fiscal, administration, and information technology. Agency head, responsible for ensuring compliance with Statutes and regulations. Serves as legislative liaison and engages in strategic planning, budgeting and supervising key administrators.

Chief Fiscal Officer – Responsible for fiscal operations, including, provides guidance and direction on budgeting, audit, accounts receivable, accounts payable, asset management, payroll, and purchasing/procurement. Supervises and trains all fiscal staff and serves as assistant to the executive administrator.

Human Resources Specialist – Responsible for human resource administration, labor relations, Affirmative Action/EEO, FMLA, Workplace Violence Prevention, Workers' Compensation, and Benefits. Will supervise and train part-time human resource assistant.

IT Manager I – Responsible for information management operations, including hardware, software, IT procurement, networking, telecommunications, website, and mobile technology. Supervises and trains IT staff.

Associate Accountant- Responsible for budget, audit, accounts receivable, and asset management.

Fiscal Administrative Officer – Responsible for accounts payable and payroll.

Fiscal Administrative Assistant – Responsible for purchasing and payroll.

Rehired Retiree / Fiscal Administration – Responsible for assisting the Chief Fiscal Officer in training fiscal staff/transferring knowledge to permanent employees, back-filling fiscal vacancies, and supporting the timely completion of critical projects (e.g. audit, asset management, and procurement). [Temporary resource]

Information Technology Analyst I – Responsible for PC hardware and help desk.

Human Resources Assistant – Responsible for collaborating with fiscal staff to process payroll and benefits, recording transactions in CORE-CT, reviewing job applications and , record keeping and file maintenance, assist Human Resources Specialist in delivering training and gathering and organizing information for mandated reporting.

Clerk Typist (PT) – Responsible for answering phones, filing, copying, posting information on bulletin boards, distributing information to staff, compiling information for reports, and assisting with agency-wide initiatives.

Cooperative Education Interns – Will be responsible for assisting the IT Manager in projects related to preparing for the agency-wide technology improvement initiative. [Temporary resource]
