

Connecticut General Assembly
JOB OPPORTUNITY
Financial Administrator

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

Open To: The Public

Location: Hartford

Hours: Full-Time

Salary: \$134,900

Closing Date: April 21, 2022

General Knowledge:

The Connecticut General Assembly's nonpartisan Office of Legislative Management seeks a full-time Financial Administrator. The Financial Administrator is responsible for the financial affairs of the Joint Committee on Legislative Management and the Old State House in addition to supervising the staff of the accounting, budgeting, purchasing, and contracting areas. The Financial Administrator works independently under the supervision of the Executive Director of the Joint Committee on Legislative Management. **The successful Candidate is expected to begin employment in June.**

Examples of duties:

- Development of agency budgets and monitoring expenditures to develop any necessary budget adjustments.
- Supervises the accounting functions of Accounts Receivable, Payable, appropriation tracking and mini-budget services.
- Interfaces with other state agencies on matters of legislative finances.
- Supervision of and Coordination of bidding and purchasing of contractual services, commodities and capital equipment in accordance with the Connecticut General Statutes that apply to the legislative branch.
- Provide contract administration in particularly difficult or new service areas.
- Prepare and analyze financial reports.

Minimum qualifications required:

Accounting major or minor with MBA/MPA, plus 9 years of progressive administrative, technical and supervisory experience; or equivalent education and experience; Considerable knowledge of governmental budget management, governmental accounting, and vendor/service contract negotiation and administration; Must be knowledgeable of relevant state and federal

laws, statutes and regulations; Must have thorough knowledge of computerized accounting systems, including PeopleSoft financial systems; Must have demonstrated competence in leading and managing others and interacting with high-ranking officials; Well-developed communication, interpersonal and coaching skills.

Application Instructions:

Qualified candidates who meet the above requirements should submit a cover letter and resume to CGAEMPLOYMENT@cga.ct.gov by 5:00p.m on April 21. Please include Financial Administrator in the subject line of the email.

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.