



Connecticut Lottery Corporation

Position Vacancy Announcement

(Open to the Public)

TITLE: Fiscal Administrative Officer

LOCATION: Purchasing

SALARY: \$66,213 starting annual salary

This position assists the Associate Fiscal Administrative Officer on a full range of technical level purchasing duties involving the requisition and purchase of a variety of goods and services for the Connecticut Lottery Corporation. Duties will include: Performing research of specifications for obtaining supplies, equipment or contractual services. Selecting sources of supply and obtaining formal written bids. Evaluate bids and determines appropriate vendor. Assist in the preparation of RFPs. Performs related duties as required.

Experience and Qualifications: Must possess a minimum of six (6) years experience in a combination of fiscal/administrative functions such as purchasing or accounting. Two (2) years must have been at the paraprofessional level. Considerable knowledge of purchasing principles and procedures; excellent interpersonal, written and verbal communication skills; ability to analyze and examine documents for accuracy and completeness; interpret and apply statutes, regulation, policies and procedures; ability to handle sensitive information in a confidential manner. Must be a flexible self-starter, work independently and make appropriate-level decisions. Proficiency in Microsoft Office as well as the ability to learn new computer software systems is expected. This position may lead paraprofessional, clerical and other support staff as assigned. College training may be substituted for experience subject to applicable rules.

Interested candidates must submit a CLC application, available at www.ctlottery.org, along with a cover letter and resume to:

Connecticut Lottery Corporation, Human Resources
777 Brook Street, Rocky Hill, CT 06067

Fax to (860) 713-2670; or e-mail to HR@ctlottery.org.

Only those CLC applications received by **Thursday, April 19, 2018**, close of business will be considered.

Offer of employment is subject to licensing and other applicable policies.

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