



**Connecticut Community Colleges  
Announcement of Position Opening**

**POSITION:** Finance Officer / Assistant Finance Officer – Grant/Purchasing  
(Administrator 2 / Administrator 1 / or Educational Assistant)

**ANTICIPATED  
STARTING DATE:** July 2008

**MINIMUM  
QUALIFICATIONS:** Bachelor's Degree with two-to-five years' work experience in grant fiscal management, business office, or closely related field; demonstrated skill in providing full range of purchasing and business office support for, and fiscal reporting and management of, federal and other grants within large, complex organization, preferably higher education and/or government; Excel, Word and other standard office software.

Applicants who do not meet the minimum qualifications as stated are encouraged to put in writing precisely how their experience has prepared them for the responsibilities of this position, and to provide appropriate references.

**RESPONSIBILITIES:** System Office of twelve-college public higher ed system needs fiscal \*star\* with strong work ethic, intellectual curiosity, technical expertise, to perform full range of purchasing and business office support, grant coordination, reporting and fiscal management, for federal and state grants which require coordination and delivery across multiple college locations in support of the U.S. Department of Labor, "Skills for Manufacturing and Related Technologies" Grant. May also perform complex budgeting and related financial management functions.

**MINIMUM SALARY:** \$58,127 approximate annual (Finance Officer); and/or  
\$52,314 approximate annual (Assistant Finance Officer)

**APPLICATION  
PROCEDURE:** Send letter of intent, resume and the names of three references to:

Maria Claffey  
Finance Officer/AFO Search - Grants  
Board of Trustees of Community-Technical Colleges  
61 Woodland Street  
Hartford, CT 06105

**APPLICATION  
DEADLINE:** Applications reviewed on a continuous basis until positions filled.

**The Board of Trustees of Community-Technical Colleges is an  
Affirmative Action/Equal Opportunity Employer, M/F.  
Protected group members are strongly encouraged to apply.**