

Fiscal Services

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Fiscal Services administers the Department's budget, directs commissary and warehouse operations, centralized services, inmate accounts and maintains purchasing, accounts payable, asset management and accounting functions.

Fiscal Services is organized into four primary units: Finance, Purchasing, Operational Support Services and Inmate Services.

Finance

Budget/Accounting/Cash Management coordinates the tracking, projection, and reporting functions of general fund appropriations exceeding \$604 million dollars encompassing 76 separate spending plans and provides all financial reporting requirements of the agency's non-appropriated funds.

The Accounts Payable section processes 30,773 invoices annually while aggressively pursuing prompt payment discounts.

Purchasing

Purchasing prioritizes expenditures against limited funds, handling over approximately 9,025 purchase orders annually.

Operational Support Services

The Warehouse unit encompasses two supply warehouses that service sixteen facilities and disburse inventory.

The Asset Management group tracks, accounts for, performs physical inventories of, and reports on the agency's approximately 12,930 capital and controllable assets located in 16 facilities.

Centralized Services oversees and enforces policies for agency wide usage of vehicles and mobile communication devices and is responsible for the administration of agency travel.

Inmate Accounts

The Inmate Accounts Unit manages and accounts for all funds earned, received, or expended by inmates, processing individual receipts and issuing checks during the fiscal year.

SPARC (Strategic Planning, Analysis, Research and Compliance)

The SPARC Unit is responsible for the development, communication and measurement of the agency's strategic plan. It conducts cost/benefit analyses on proposed agency initiatives and programs and calculates/estimates the ROI of such endeavors. This unit also analyzes department consumption and expenditure patterns and coordinates the agency's Lean Initiative.

Payroll

The Payroll unit processes a biweekly payroll of approximately \$15,060,730 for an average of 5,285 employees each pay period.

Academic Standing (minimum GPA): 3.0

Preferred Majors:

SPARC Intern: Business Administration, Management; Accounting; Finance; Economics; Public Administration (Political Science); Information Technology; Management Information Systems.

Fiscal Services Intern: Business Administration; Management; Accounting; Public Administration

(Political Science); Management Information Systems; Communications.

Availability (minimum hours/days per week):

3-5 days

Knowledge:

Working knowledge of Excel, Word.

Skills:

Strong verbal, written skills, analytical and organizational skills; interpersonal skills, and computer skills.

Abilities:

Critical thinking, self-starter, ability to work independently, ability to work with others, ability to summarize information and data, ability to organize information and data.