

**CIVIL SERVICE COMMISSION
WATERBURY, CONNECTICUT**

OPEN COMPETITIVE EXAM #2131

OPEN COMPETITIVE EXAMINATION FOR: ACCOUNTS PAYABLE SPECIALIST

SALARY: \$59,329.45 ~ \$72,513.77 PER YEAR

FRINGE BENEFITS: Choose from available health insurance plans (employee contributions vary) Prescription Drug Rider, Dental Plan, Group Life Insurance for Individual; Retirement Plan; paid Holidays; paid Vacation Days; paid Sick Days; paid Personal Days.

LAST DAY FOR FILING APPLICATIONS

Applications, which may be obtained by visiting our website at www.waterburyct.org or at the Civil Service Office, Chase Municipal Building, 236 Grand St., Waterbury, CT 06702 & must be on file by 4:50 p.m. on:

UNTIL SUFFICIENT APPLICATIONS ARE RECEIVED

IMPORTANT:

1. **Veterans** – Veteran's points will be awarded in accordance with the Connecticut State Statute. Five (5) for non-disabled veterans, ten (10) for disabled veterans. Proper documentation must be submitted to the Personnel Director before the date of the examination.
2. **Residents** – Five (5) Residency points shall be added in accordance with the amendment to the Civil Service Ordinances dated March 18, 2011. Proper documentation and proof of residence must be submitted no later than the closing date for applications.

EXAMPLES OF WORK: (Illustrative only)

Prioritizes, assigns, and reviews the work of the Accounts Payable function; Supervises staff of three, performs data entry and filing; prepares performance reviews and assists in hiring, and personnel issue resolution; Communicates with City and BOE departments' admin, accountants and supervisors; Reviews invoices for correct appropriation, quantity, price, verification of receipt of goods, authorized approvals, and required backup; resolves discrepancies related to invoice data entry, matching, receiving and processing; Reviews and processes employee reimbursement requests; Processes check runs; runs edits, check registers, reports as needed; prints checks; Mails and distributes checks timely; Balances Accounts Payable liability accounts to the General Ledger; Performs account analysis and reconciles vendor statements; Voids and reissues Accounts Payable checks as needed; Responds to vendor inquiries and complaints; Provides review of new vendor adds and changes; Works closely with Auditors to provide invoices and reports for review; Monitor open PO's; Documents Accounts Payable procedures; Trains staff and provides guidance and oversight; Ensures compliance with internal control procedures, deadlines and other regulations; Maintains orderly filing systems for current and prior fiscal years and for paid and unpaid vouchers; Provides information to requesting agencies for verification of utilities paid, surveys, etc.; Manages authorized signer list; Leads Accounts Payable process improvement efforts and testing of software upgrades and new procedures; Participates in process to pay vendors designated for ACH payments vs system checks; Assists Manager with 1099 Misc. Processing and Annual Financial Disclosure mailings and other vendor and payables related work as required; Cross trains on other Finance accounting positions; may perform work of peers in the department as needed; Performs additional duties and special projects as requested.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:

Proficient level of knowledge of accounts payable with awareness of current industry developments and trends such as AP Automation and payments via ACH; Problem solving, reconciliation and analysis skills; Strong

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REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:

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judgement and decision making skills; Ability to plan and supervise the work of others; Ability to prioritize work, and meet deadlines; Knowledge and ability to use applicable information technology and systems to meet work needs; Excellent verbal communication skills, with the ability to clearly communicate with vendors and discuss issues with all levels of management; Ability to work successfully in a team environment; Proficient with Microsoft Office applications including Word, Excel, and Outlook, and financial software systems, such as Infor/Lawson.

IN ORDER TO BE CONSIDERED FOR THIS POSITION YOU MUST INDICATE ON YOUR APPLICATION THAT AS OF THE CLOSING DATE YOU HAVE THE FOLLOWING EXPERIENCE:

Bachelor's degree in Accounting, Finance, Math, Management or other Business related degree and three (3) years' work experience processing Accounts Payable for a mid-size or large company. One (1) year general supervisory experience of one or more subordinates required.

**COPIES OF DEGREE OR TRANSCRIPTS MUST BE SUBMITTED
AT TIME OF APPLICATION**

This position is covered under the written agreement between the City of Waterbury and the Waterbury Municipal Administrator Association Union. The Parts and Weights for this examination will be determined prior to conducting the exam. Individuals appointed shall be required to serve a working test period which will be, in effect, the final phase of the examination. **Appeal Process-** An applicant may appeal notice of not meeting the minimum qualifications (Civil Service Rules and Regulations, Section 3741, Subsection B, Article 9) to the *Civil Service Commission* within seven (7) days of the date on such notice. Please notify the Civil Service Office of a change in address. Notification will be mailed to the address written on your application.

THE CITY OF WATERBURY IS AN EQUAL OPPORTUNITY EMPLOYER

E.O.E. M/F/H/V

EEOP Utilization Report available upon request

11/3/16 mj

11/18/16 Extended USAR