

**CIVIL SERVICE COMMISSION
WATERBURY, CONNECTICUT**

OPEN COMPETITIVE EXAM #2214

OPEN COMPETITIVE EXAMINATION FOR: AUDIT DIRECTOR

SALARY: \$85,000 ~ \$100,000 per year

PREVIOUS APPLICANTS FROM O/C EXAM#2207 NEED NOT REAPPLY.

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; paid Sick Leave; paid Personal Days.

LAST DAY FOR FILING APPLICATIONS

APPLICATIONS: 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 OR WORK: (Illustrative Only)

- Plans, organizes and supervises the application of audit procedures established by law including City ordinances;
- Formulates and applies audit procedures to ascertain the accuracy and efficiency of the municipal accounting system;
- Monitors the system of internal controls within individual municipal departments;
- Prepares interim and year-end financial reports of the condition of all City funds;
- Investigates discrepancies in accounts and failures of accounting and makes recommendations for corrective action;
- Makes periodic and special reports to the FARC and recommends solutions to problems;
- Maintains close liaison with all City departments as their functions pertain to the financial affairs of the City, to insure that the financial aspects of the City are being conducted in an efficient and proper manner;
- Attends all meetings of FARC and keeps minutes;
- Works with chairman of FARC to develop meeting agenda and distributes all meeting materials to commissioners;
- Prepares annual budget for the Department of Audit;
- Performs other related work as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Comprehensive knowledge of auditing procedures and practices; Knowledge of the theory and practices of accounting and financial reporting, particularly in relation to municipal accounting; Ability to Audit all departments of the City and issue financial reports using current Governmental Accounting, Auditing and Financial Reporting Principles; Working knowledge of automated data processing and control techniques; Considerable ability to read and interpret laws and regulations; Considerable ability to evaluate and analyze accounting forms, methods and procedures; Ability to establish and maintain effective working relationships with other City employees; Ability to analyze accounts and prepare accurate and complete statements and reports of finding; Ability to supervise and review the work of other accountants and auditors.

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IN ORDER TO BE CONSIDERD FOR THIS POSITION YOU MUST INDICATE ON YOUR APPLICATION THAT YOU HAVE THE FOLLOWING EXPERIENCE:

Bachelor's Degree in Accounting from a recognized college or university; **or**
Master's Degree in Accounting from a recognized college or university; **and**
Licensed as a Certified Public Accountant;

REGARDLESS OF WHICH YOU HAVE ABOVE, YOU MUST ALSO HAVE:

Five years' experience in municipal accounting, internal auditing or fraud examination auditing including one (1) year of general supervisory experience.

COPIES OF APPLICABLE DOCUMENTS MUST BE SUBMITTED AT TIME OF APPLICATION - COLLEGE DEGREE, TRANSCRIPTS AND CPA LICENSE

SPECIAL NOTE: Three (3) year contract provision by City Charter.

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.

THE CITY OF WATERBURY IS AN EQUAL OPPORTUNITY EMPLOYER
E.O.E. M/F/D/V
EEOP Utilization Report available upon request