

**CIVIL SERVICE COMMISSION
WATERBURY, CONNECTICUT**

OPEN COMPETITIVE EXAM #2219

OPEN COMPETITIVE EXAMINATION FOR: ACCOUNTANT III

SALARY: \$61,109.33 ~ \$74,689.18 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)

Records complex and compound journal entries; prepares balance sheets and financial statements involving multiple accounts; analyzes and interprets accounting records and reports; Supervises the keeping of expenditure, revenue accounts, general and subsidiary ledgers; responsible for reconciling and verifying city bank accounts and trail balance of all ledgers; develops new accounting procedures and systems and assists in their implementation; confers with the Budget Director, other department heads and other city employees on accounting, fiscal and administrative problems; certifies as to the availability of funds for the awarding of contracts and for other purposes; may make special accounting studies and analyses or prepares periodic and special financial statements and reports; verifies and reconciles all authorized transactions into the IT system; controls the flow of paper work through the accounting and data-processing system; supervises and trains accounting and clerical staff. If applicable, incumbent will participate in subordinate performance appraisal process.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:

Thorough knowledge of accounting principles and practices both in theory and practice; ability to devise and prepare accounting reports and explain these reports to officials of other departments; ability to adapt accounting procedures to new data processing methods; ability to plan and supervise the work of others; ability to maintain effective relationships with other city officials, department heads and the employees and the general public; good physical condition.

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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, Business Finance, or Business Management; and Three (3) years professional accounting experience, preferably some of which has been in municipal accounting using IT Systems.

COPIES OF DEGREE/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/D/V
EEOP Utilization Report available upon request