

**CIVIL SERVICE COMMISSION  
WATERBURY, CONNECTICUT**

**OPEN COMPETITIVE EXAM #2366**

**OPEN COMPETITIVE EXAMINATION FOR: SENIOR INTERNAL AUDITOR**

**SALARY: \$65,968.18 ~ \$80,627.78/yr.** (35 hours/wk., paid bi-wkly.) (Exempt, WMAA)

**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](http://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)

The following identifies the primary and essential functions of the position and is not intended to be an exhaustive listing of all duties.

Drafts questionnaires and audit programs; Documents with procedural write-ups, flow charts and questionnaires existing systems and evaluates the control points, adequacy, effectiveness and efficiency of systems; Conducts detailed examinations of accounting and operational documentation to evaluate control systems operation, legal compliance, etc.; Verifies reports against source records to determine reliability; Summarizes results of tests and draws conclusions; Drafts reports concerning the audit program and its operations reviewed; Prepares research to locate and summarize laws, ordinances and other standards or reviews legal summaries to determine program compliance; Assists external auditors in the conduct of their work; Produces workpapers, tests and analyses, reports and correspondence manually or using a variety of computer programs; Plans, directs and evaluates the work of the assigned staff internal auditors; Performs other related duties as required.

**REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:**

Thorough knowledge of the principles, practices and techniques of auditing; Knowledge of the theory and practices of accounting and financial reporting, particularly in relation to municipal or fund accounting. Knowledge and skill in the use of automated data processing, word processing and control techniques. Ability to read and interpret laws, rules and regulations. Ability to evaluate and analyze accounting forms, methods and procedures. Ability to analyze accounts and prepare accurate and complete statements and reports of findings. Ability to communicate clearly and effectively in writing or orally. Ability to supervise and review the work of assigned subordinates.

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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. Three years of experience performing internal or external auditing and one year of in-charge experience with scheduling and directing the activities of auditors and clerical personnel of an audit department, preferable including experience with governmental accounting and auditing. Certified Internal Auditor (CIA), Certified Public Accountant (CPA), or Certified Management Accountant (CMA) designation is preferable and may substitute for one year of work experience.

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

Employees appointed to positions in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity and must maintain such physical fitness as to be able to perform the duties of the class. A physical examination may be required. 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  
EEO Utilization Report available upon request

4/27/22 USAR mj  
Salary Updated 7/5/22

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**PART V - WORKING CONDITIONS, PHYSICAL AND MENTAL REQUIREMENTS**

**Frequency: Place an "X" in each box that is appropriate to your job.**

<b>NEVER (N)</b>	<b>OCCASIONALLY (O)</b>				<b>FREQUENTLY (F)</b>				<b>CONSTANTLY (C)</b>			
0 % of Shift	1-33% of Shift				34-66% of Shift				67-100% of Shift			
<b>Working Conditions</b>	<b>N</b>	<b>O</b>	<b>F</b>	<b>C</b>	<b>Working Conditions</b>	<b>N</b>	<b>O</b>	<b>F</b>	<b>C</b>			
<b>Physical Demands</b>					<b>Depth Perception</b>		X					
Standing		X			Color Distinction		X					
Walking		X			Peripheral Vision		X					
Sitting			X		Driving		X					
Lifting		X			<b>Physical Strength:</b>							
Carrying		X			Little Physical Effort (-10 lbs.)		X					
Pushing	X				Light Work (-20 lbs.)	X						
Pulling	X				Medium Work (20-50 lbs.)	X						
Climbing	X				Heavy Work (50-100 lbs.)	X						
Balancing	X				Very Heavy Work (100+ lbs.)	X						
Stooping	X				<b>Environmental Conditions</b>							
Kneeling	X				Cold (50 degrees F or less)	X						
Crouching	X				Heat (90 degrees F or more)	X						
Crawling	X				Temperature Changes		X					
Reaching	X				Wetness	X						
Handling		X			Humidity	X						
Grasping	X				Extreme Noise or Vibration	X						
Twisting	X				Exposure to Chemicals	X						
Feeling	X				Exposure to Gases and Fumes	X						
Talking			X		Exposure to Unpleasant Odors	X						
Hearing			X		Exposure to bodily fluids	X						
Repetitive Motion			X		Exposure to dampness	X						
Hand/Eye/Foot Coordination		X			Confinement to Small or Restricting Area	X						
Visual Acuity/Near			X		Mechanical Hazards	X						
Visual Acuity/Far			X		Physical danger or abuse	X						

The above statements are intended to describe the general nature and level of work being performed by the employee assigned to this position. They are not to be construed as an exhaustive list of all job responsibilities and duties performed by personnel so classified. The City of Waterbury is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the City when necessary.

Prepared on: 3/23/22

Position Title: Senior Internal Auditor