

**CIVIL SERVICE COMMISSION
WATERBURY, CONNECTICUT**

OPEN COMPETITIVE EXAM #2566

**OPEN COMPETITIVE EXAMINATION FOR: ASSISTANT DIRECTOR OF
FINANCE**

SALARY: \$115,815.79 ~ \$140,992.15/yr. (7/1/24, \$119,290.27 ~ \$145,221.91/yr.)

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 4:30 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)

Maintains a department calendar of weekly, monthly and annual processing and reporting requirements. Provides guidance & support to department managers/supervisors to ensure accurate compilation and reconciliation of data, timely reporting and data submission/upload. Examples include but are not limited to annual production, filing and distribution of W-2s, 1099s, 1099Rs, 1095Cs, quarterly/annual production and filing of payroll and pension tax returns, OSHA reporting, etc.; Assists in the preparation of the Department of Finance's Annual Report, Annual Comprehensive Financial Report, State & Federal Single Audit Reports and Pension & OPEB Actuarial Valuation & GASB Update Reports; Oversees and supports the annual financial statement audit process in consultation with the external auditor; Prepares various reports, note disclosures, statistical information, financial tables and other information as needed for production of the City's annual comprehensive financial report; Responsible for development of the Finance Department's annual budget and supporting Revenue Collection, Assessment & Purchasing budget development; Works with external providers such as banks and online services to insure the accuracy and proper flow of downloaded and uploaded data files; Responsible for monitoring the Finance Department's annual budget and expenditures; Directs the purchasing activities for the department; Manages the department's financial software and other data management and reporting systems to fully utilize and expand system capabilities and modules, from testing to implementation and follow-up; Serves as the Project Manager in consultation with IT to support system enhancements, issue investigation & resolution, pre-release testing efforts, systems upgrade planning, coordination and implementation; Becomes a subject matter expert on departmental business processes and specific ERP software systems; Serves as primary contact for assigned ERP system vendors and coordinates all upgrades with users, I.T. staff, and other

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EXAMPLES OF WORK, cont'd:

personnel; Creates or assists department managers/supervisors with the development of accurate and meaningful reports for departmental decision makers using MS Excel, Crystal, Adobe and other tools; Uses MS Excel, Access, Word, PowerPoint, SharePoint, Exchange, and other tools to manage data and prepare presentations and reports. Extracts data from the ERP system for regulatory and other reporting purposes; Develops and administers a rolling training program for internal and external department employees use of financial software, applicable modules and other data management and reporting systems; Provides classroom training and worksite visits; Creates, updates and maintains system policy and procedure manuals; Establishes and maintains procedures for record retention and disposal in accordance with State regulations; Responsible for personnel management in consultation with the Director of Finance including but not limited to preparing department personnel requisitions, performance evaluations, process improvement plans, facilitating interviews, processing employee change forms, monitoring family medical leave approved absences, review & approval of time off requests, weekly department payroll review, etc.; Prepares and assists the Finance Director in the preparation of internal and external financial reports; Prepares request for proposals and manages contracts for various Finance Department vendor services; Assists in maintaining a system of internal accounting controls that effectively safeguards the assets of the City and provides quality financial reporting; Develop and implement system improvements and upgrades; Develops and maintains accounting and compliance policies and procedures; Administers personnel policies and procedures; Performs related duties and tasks as assigned.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:

Ability to establish and maintain effective working relationships with department managers/supervisors/employees, other City employees and the general public. Ability to effectively communicate verbally and through writing. Ability to manage and resolve difficult and stressful situations that may arise from time to time. Ability to facilitate meetings and employee trainings. Ability to research, analyze and interpret documents. Ability to collaborate with others on problem identification and resolution. Must possess the initiative and ability to solve practical problems and deal with a variety of variables; Comprehensive knowledge of principles and operations of integrated middle-tier government ERP environment. Advanced computer skills including spreadsheet, mail merge, database queries and report writing, ability to automate tasks. Good knowledge of the principles and practices of municipal accounting, budgeting, finance and State and Federal wage & benefit taxation. Good knowledge of electronic processing of financial transactions and electronic banking. Considerable ability to analyze complex financial software systems, collaborate with IT and other software support and consultant advisors and apply such information to solve problems. Ability to read and interpret laws and regulations. Ability to plan and supervise the work of others on a large scale; Ability to prepare statistical, financial and narrative reports. Excellent oral and written communication skills.

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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, Finance, Business Administration or related field plus five years of responsible experience in finance, accounting, or auditing, or closely related fiscal experience with a governmental agency or public accounting firm, three years of which involved supervisory responsibility over a major functional accounting or finance area. Five years of experience with using Lawson-INFOR software or comparable software. Five years of experience with Microsoft Office tools, including Excel, Word, Outlook, PowerPoint & Access. Experience with Adobe and Crystal Report Writer.

**COPIES OF DIPLOMA 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
EEO Utilization Report available upon request

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WORKING CONDITIONS, PHYSICAL AND MENTAL REQUIREMENTS

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.

Frequency: Place an “X” in each box that is appropriate to your job.

NEVER (N)	OCCASIONALLY (O)				FREQUENTLY (F)				CONSTANTLY (C)				
0 % of Shift	1-33% of Shift				34-66% of Shift				67-100% of Shift				
Working Conditions	N	O	F	C	Working Conditions	N	O	F	C	N	O	F	C
Physical Demands					Depth Perception			x					
Standing			x		Color Distinction			x					
Walking			x		Peripheral Vision			x					
Sitting			x		Driving			x					
Lifting		x			Physical Strength:								
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			Environmental Conditions								
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: March 19, 2024

Position Title: Assistant Director of Finance