

**CIVIL SERVICE COMMISSION  
WATERBURY, CONNECTICUT**

**OPEN COMPETITIVE EXAM #2729**

**OPEN COMPETITIVE EXAMINATION FOR: DEPARTMENT ACCOUNTING MANAGER  
Previous applicants need not reapply SCHOOL BUSINESS OFFICE**

**SALARY: \$95,622.66 ~ \$126,245.61 PER YEAR** (Exempt)

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 Days; paid Personal days.

**LAST DAY FOR FILING APPLICATIONS**

Applications, which may be obtained at the Civil Service Office or City website, must be on file at the Civil Service Office, Chase Municipal Building, and 236 Grand Street, Waterbury, CT 06702 by 4:30 p.m. on

**UNTIL SUFFICIENT APPLICATIONS 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)

This class is accountable for performing administrative and advanced professional accounting work in directing the management and maintenance of the Department's financial management and general ledger accounting systems. This position is accountable for independently performing a full-range of tasks in the development and administration of the Department's fiscal policies including general fund activities, grant activities, capital project activities, special fund activities and associated audits. This class also coordinates with various Board of Education and/or City Departments and/or offices, in order to conduct Business Process Improvement (BPI) reviews, analyze current operational procedures, identify problems, gather requirements, perform needs analysis and analyze specific requirements for reporting.

Assists in internal auditing of budgets and programs and works with the City Finance Department, outside auditors and agencies as needed to represent the interests of the Department for compliance with applicable industry and local fiscal standards; Confers with departmental administrators and officials on fiscal problems and interprets financial and accounting system policies and regulations; Oversees the General Ledger for Departmental funds and accounts, and administers the accounting activities for Department's financial management systems; Develops and implements a system of internal accounting controls that effectively safeguard the assets of the Department and provides quality financial reporting; Develops and implements Departmental accounting systems to meet management needs, state requirements, and federal regulations; Engages in project management and workflow operation leadership in the areas of grants, capital improvement projects and construction projects, applicable accounting, reimbursement requests and reporting; Ensures compliance with accounting and administrative standards and regulations related to recording financial transactions, maintaining accounting records including the general ledger, and preparing management reports and the annual financial statements for the Department; Prepares financial reports; Represents the Department in a variety of internal and external contacts particularly in fiscal reporting; Supervises and evaluates the work of subordinates, as directed by Department Head.

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**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Considerable knowledge in financial planning, control and analysis, budgetary preparation/control and accounting procedures; knowledge of administrative operations, functions, and systems; knowledge of and ability to apply management principles and techniques; knowledge of automated financial management systems; knowledge of general computer software applications, including word-processing and spreadsheet, database and internet software applications; knowledge of governmental accounting principles, practices, theories, concepts and terms; knowledge of internal accounting control processes; knowledge of relevant state and federal laws, statutes, and regulations; knowledge of the structure, policies and operating components of the accounting and financial management systems utilized by local units of government; interpersonal skills, skills in utilizing Lawson/Information, Microsoft Office tools, including Outlook, Word, PowerPoint, Access and Excel; Excellent accounting and fiscal management skills; Ability to analyze complex financial data; Ability to communicate effectively orally and in writing. Ability to deal with the all stakeholders in a tactful and effective manner; Ability to interpret and apply the provisions of the City Charter and Connecticut General Statutes related to municipal fiscal operations; Ability to plan, organize, control and effectively supervise the work of subordinates; Ability to work with individuals from diverse backgrounds.

**IN ORDER TO BE CONSIDERED FOR THIS POSITION, YOU MUST INDICATE ON YOUR APPLICATION THAT AS OF THE CLOSING DATE YOU HAVE THE FOLLOWING:** Bachelor's Degree in Business Administration or Accounting or related field from an accredited four-year college or university with satisfactory completion of a minimum of twelve (12) semester hours in accounting coursework, and five (5) years of professional experience in accounting, accounts examining, budget management, grants administration, personnel, payroll, or purchasing or closely related area with a governmental agency or public accounting firm; two (2) years must have involved supervisory responsibility for a major fiscal/administrative function (e.g. accounting, accounts examining, budget management, grants administration, personnel, payroll, or purchasing). ***Substitution allowed:*** *A Master's degree in Public Administration, Business Administration, or Accounting may be substituted for one (1) additional year of the General Experience.*

**LICENSURES, CERTIFICATIONS AND OTHER REQUIREMENTS:**

Incumbents in this class may be required to possess and retain a current Motor Vehicle Class D Driver's License. Specific certification/licensure may be required by the Department depending on position (E.g., Board of Education Assignment – Type 085 School Business Administrator Endorsement).

**COPIES OF APPLICABLE DOCUMENTS**

**MUST BE SUBMITTED AT TIME OF APPLICATION:**

**REQUIRED: DEGREE OR TRANSCRIPTS, DRIVERS LICENSE, CERTIFICATIONS,**

This position is covered under the written agreement between the City of Waterbury and the White-Collar 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 at [www.waterburyct.org](http://www.waterburyct.org)

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WATERBURY, CONNECTICUT**

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

**Physical 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.

<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>N</b>	<b>O</b>	<b>F</b>	<b>C</b>
<b>Physical Demands</b>					Depth Perception		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 and Waterbury Public Schools is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City and District will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the City and District when necessary.

Prepared on: July 5, 2023  
Civil Service Commission: Approved on 7-18-23  
Board of Alderman: