

**CIVIL SERVICE COMMISSION  
WATERBURY, CONNECTICUT**

**OPEN COMPETITIVE EXAM #2732**

**OPEN COMPETITIVE EXAMINATION FOR: ACCOUNTANT II**

**SALARY: \$29.84 - \$36.55 /Hour \*35 hours/week\* (NOTE: NEW HIRES START AT THE BEGINNING OF THE RANGE)**

**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 4:30 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)

Performs various accounting and administrative functions that may include any of the examples listed below, as well as other functions, dependent upon which department position is assigned to. Prepares, reviews and enters journal entries; Enters cash receipts, records cashbook transactions, monitors and codes revenue; Sets up and maintains General Ledger and Activity accounts and budgets; Prepares and/or audits financial reports; Performs General Ledger Account Analysis, balances to general ledger and activity reports; Prepares bank account reconciliations ranging from simple to highly complex; Prepares and enters banking transactions such as ACH, direct deposits, etc; Records fixed asset, additions, disposals and other changes; Prepares Form 1099 MISC; Transmits financial data files; Oversees the accurate maintenance of tax records, receipts and tax accounting; Participates in the preparation of tax rolls; Manages employee schedules, trains new employees, keeps careful daily records; Balances cashier drawers, records deposits; Aids the public by answering questions regarding tax bills, explains regulations, handles complaints; Reviews present position accounting practices to assure conformance with established policies and procedures and recommends changes or modifications which are designed to increase the efficiency and effectiveness of accounting operations and also to remain current with changing technology; Makes special accounting studies and analyses of various accounts and activities of the department; Assists in the preparation of special financial statements and reports for the information and guidance of School and/or City or State officials; Assists in monitoring Budgets; Oversees the maintenance of receipts and disbursement accounts; Reviews timesheets and prepares payroll summaries and payroll related spreadsheets; Tracks attendance, overtime, paid time off, swaps, seniority, etc; Prepares billings for false alarm fines, out of district tuition, police extra duty, landfill, leases, etc; Prepares purchase requisitions, receives goods, processes vendor invoices, monitors PO's; Performs general office work including answering phones, making copies, email, and opening and distributing mail, filing, preparing mailings, spreadsheet and accounting work, cross training peers, providing backup support for coworkers, special projects and other related work as required.

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**REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:**

Thorough knowledge of the principles, methods and practices of professional accounting; knowledge of the principles underlying the laws, ordinances and regulations governing the financial operations of the City, knowledge of modern business management practices; ability to devise and apply modern accounting procedures; ability to analyze and interpret fiscal and accounting data and to prepare appropriate statements and reports; ability to use ERP financial systems and Microsoft programs such as Excel; ability to establish and maintain effective relationships with co-workers; good professional judgment; ability to perform basic office functions, such as filing, answering telephones, communicating with others verbally and in written form, use of office equipment and sitting and standing and using stairways, light lifting up to 20 pounds, bending and reaching.

**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:**

Bachelors' Degree in Accounting, Finance, or Business Administration.

**COPIES OF COLLEGE DEGREE AND/OR TRANSCRIPTS, MUST BE SUBMITTED  
WITH THE APPLICATION.**

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

# CIVIL SERVICE COMMISSION WATERBURY, CONNECTICUT

## WORKING CONDITIONS, PHYSICAL AND MENTAL REQUIREMENTS

### Physical Requirements: ACCOUNTANT II

Employees certified 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

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

NEVER (N) 0 % of Shift	OCCASIONALLY (O) 1-33% of Shift				FREQUENTLY (F) 34-66% of Shift				CONSTANTLY (C) 67-100% of Shift			
Working Conditions	N	O	F	C	Working Conditions	N	O	F	C			
<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	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 District will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the District when necessary.