

CIVIL SERVICE COMMISSION
WATERBURY, CONNECTICUT

OPEN COMPETITIVE EXAM #1958

OPEN COMPETITIVE EXAMINATION FOR: CONTROLLER - Water and WPC

Salary: \$73,543.75~ \$94,556.25 per yr.

FRINGE BENEFITS: Choose from three 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 Leave; Personal Days.

LAST DAY FOR FILING APPLICATIONS

Applications, which may be obtained at the Civil Service Office, or by visiting our website at www.waterburyct.org will be accepted at the Civil Service Office, Chase Municipal Building, 236 Grand St., Waterbury, CT 06702 by 4:50 p.m. on:

May 20, 2011

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** - 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 DUTIES: The Controller directs a variety of financial, administrative and business functions as Controller of the Bureaus of Water and Water Pollution Control business administrative division; the Controller is responsible for assisting in the preparation of both Bureaus of Water and Water Pollution Control operating budgets, capital budgets and administering the debt financing program for capital improvement projects. The Controller will also prepare and manage a business administration budget through an internal service fund with annual premiums allocated to the Bureau of Water and Water Pollution Control enterprise funds. The Controller oversees the billing/collection system and related functions. The Controller monitors revenues and expenditures and oversees payroll, time and attendance, accounts payable, inventory, purchasing and other applicable business related functions for the Bureau of Water and Water Pollution Control. As the principal advisor in financial and business management matters, the Controller directs the preparation of detailed financial statements and statistical reports, establishes and monitors accounts and financial records in accordance with the policies and procedures of the City's Department of Finance, the DPUC and other State Agencies. The Controller prepares financial information for grant applications and bond offerings; Confers and coordinates with banking and State and Federal Agency personnel as needed; Recommends changes in procedures to affect improvements in services and to attain operational efficiencies; Assists internal and external auditors by compiling necessary statistical and related program information; Fulfills all financial reporting requirements of the Bureaus of Water and Water Pollution Control, cooperates with the Revenue Collection Manager, the City's Auditor, Budget and Finance Directors, the Mayor's Office and other Bureaus or agencies as requested; Oversees the functions of the Billing and Collection Supervisors and provides input in establishing and amending revenue billing and collection policies; Assists with financial analysis and annual rate setting processes; Provides appropriate construction accounting, reimbursement submittal, debt service information, and administrative assistance in order to facilitate the operations of the Bureau of Water and Water Pollution Control as required under the State of Connecticut DPUC and other applicable state regulations; Develops the Capital and O&M budgets in conjunction with financial management of the Bureau of Water and Water Pollution Control; Reviews and resolves major vendor and customer disputes and problems and acts as the company review officer. Supervises and trains the financial staff, other related duties as assigned.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES: Incumbent must have a thorough knowledge of modern practices of financial and business administration, Generally Accepted Accounting Principles (GAAP), enterprise fund accounting, budgeting, finance, billing, collection procedures, purchasing procedures, and considerable knowledge of complex financial management, accounting and billing systems. Incumbent must possess the ability to prepare financial reports, perform cost benefit analysis, recommend and assist in implementing the rate structure, analyze complex financial data and apply such information to the financial management of the Bureau of Water and Water Pollution Control. Incumbent must be able to establish and maintain effective working relationships with all management personnel of the Bureau of Water, Water Pollution Control, other City employees, officials, and the general public. Incumbent must be able to read and interpret laws and regulations, plan and supervise the work of subordinates, prepare statistical and narrative reports and deliver them with good oral and written communications skills. Incumbent must have a concrete understanding of municipal enterprise fund finances and business practices.

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 administration, finance, economics or some closely related field and a minimum of six (6) years of progressively responsible experience including three (3) years of supervisory and/or managerial experience in financial and business operations.

Related experience in a municipality or utility is preferred.

A Certified Public Accountant (CPA), Certified Management Accountant (CMA), or Masters Degree in a business related area is preferred.

- This position is covered under the written agreement between the City of Waterbury and the Waterbury Municipal Administrators 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 a notice of rejection of his/her application to the Civil Service Commission within seven (7) days of receipt of 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

04/29/2011/emc

E.O.E. M/F/H/V