

CIVIL SERVICE COMMISSION
WATERBURY, CONNECTICUT

Open Competitive Exam # 1925

OPEN COMPETITIVE EXAMINATION FOR: Controller

SALARY: \$71,750 – \$92,250 p/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, must be on file at the Civil Service Office, Chase Municipal Building, 236 Grand St., Waterbury, CT 06702 by 4:50 p.m. or by visiting our web-site at www.waterburycct.org Last day for filing applications is:

Monday February 22, 2010

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 Rules and Regulations. Proper documentation (Civil Service Office Request for Residency Points) must be submitted with application of employment.

This position is not eligible for residency points

EXAMPLES OF DUTIES: (Illustrative Only) The Controller directs a variety of financial, administrative and business functions at the Bureau. The Controller is responsible for preparing the Bureau's budgets, oversees the billing and collection of water and sewer bills, plans, organizes, and directs Bureau revenue, expenditure, payroll, time and attendance, accounts payable, inventory, purchasing and collection functions of the Bureau. The Controller will interface with WPC on a daily basis as it relates to sewer bills. As the Bureau's 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 of the Bureau in accordance with the policies and procedures of the City's Finance Bureau and DPUC; Establishes priorities in organizing Bureau workflow in accordance with the policies and procedures of the Bureau's Superintendent; 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 Bureau 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 Superintendent, 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 to the Superintendent in establishing and amending revenue collection policies; Assists the Superintendent of Water with financial analysis and annual rate setting recommendation; Provides appropriate construction accounting, reimbursement submittal, debt service information, and administrative assistance to the Superintendent of Water in order to facilitate the operation of the Bureau as required under the State of Connecticut DPUC.; Develops and implements the Capital and O&M budgets in conjunction with the Superintendent; Review and resolve major vendor and customer disputes and problems and acts as the company review officer. Supervise and train the financial staff, other related duties as assigned.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES: Incumbent must have a thorough knowledge of modern practices of business administration, Generally Accepted Accounting Principles (GAAP), budgeting, finance, utility billing, collection procedures, purchasing procedures, and considerable knowledge of complex financial management and accounting systems. Incumbent must possess the ability to: prepare financial reports, perform cost benefit analysis, recommend and implement the rate structure, analyze complex financial data and apply such information to the management of a water utility. Incumbent must be able to establish and maintain effective working relationships with 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 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 or public 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 the financial and business operation. Masters Degree in a business related area; a Certified Public Accountant (CPA) or Certified Management Accountant (CMA) 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
E.O.E. M/F/H/V