

# THE CITY OF HARTFORD

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The City of Hartford is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities and persons with disabilities.



## ACCOUNTANT

Salary Range: \$42,783.00 - \$57,759.00/Annually

### POSITION

Anticipated vacancy is in the Accounting and Control Division of the Finance Department. Under general supervision, provides fiscal management assistance to City departments by performing a variety of professional accounting and auditing work in the fields of control accounting, cost accounting, and internal and external auditing. Reviews accounting procedures and recommends improved procedures. Analyzes accounting and statistical records to prepare cost accounting reports. Performs pre-audit of departmental expenditures and accounting records. Audits accounting records of businesses for the purpose of arriving at fair assessment values of personal property and inventories. Prepares special financial reports and periodic financial statements. Compiles budgetary figures for preliminary budget requests and prepares final budget documents after appropriate budgetary analysis. Supervises a departmental accounting procedure by planning and directing the work of clerical-accounting personnel. Performs related work as required. This is a union position. The hours of this position are 40 per week.

### QUALIFICATION

Bachelor's Degree from an accredited four-year college or university with major coursework in accounting and four years of responsible professional accounting experience, including at least one year of lead or supervisory experience. Wherever possible, appropriate equivalents will be considered. **A COPY OF YOUR DEGREE OR TRANSCRIPT MUST BE ATTACHED TO YOUR APPLICATION. A DEGREE OR TRANSCRIPT SUBMITTED WILL BE VERIFIED BY THE HUMAN RESOURCES DEPARTMENT. APPLICATIONS WITHOUT PROPER DOCUMENTATION WILL NOT BE PROCESSED.**

### EXAMINATION

Open to all applicants who meet the above qualifications. The examination will consist of a rating of your training and experience as contained on your application and may include a written test, an oral test, a performance test, or a combination thereof. All parts of the examination, including tests and ratings, will be related to the requirements of the position. The examination is designed to measure: Knowledge of modern governmental accounting theories, principals, and practices; Knowledge of laws, ordinances, and regulations governing City financial matters; Knowledge of data processing applications to the accounting system; Ability to supervise, train, coordinate, and expedite the work of a moderate size staff; Ability to perform detailed work using statistical and financial data; Ability to interpret complex statistical and financial statements; Ability to prepare comprehensive and concise oral and written reports; Ability to maintain cooperative working relationships with City officials, employees, and the public. If selected for the position, you will be required to pass a physical examination administered by a City physician, a drug and alcohol screening examination, and a background check. If appointed, you will be required to serve 3-12 months of probation. This examination is subject to all Federal, State, and Municipal laws, rules and regulations.

**The Human Resources Department provides reasonable accommodation to persons with disabilities in accordance with the Americans with Disabilities Act (ADA). If you need an accommodation in the application or testing process, please contact the Human Resources Department.**

**APPLICATIONS WILL BE ACCEPTED UNTIL SUFFICIENT APPLICATIONS HAVE BEEN RECEIVED.**

Exam No: 2596

Re-Issued: 11/6/2009

#### **EMPLOYMENT BENEFITS:**

- Health Plan and Hospitalization
- Paid Vacations and Holidays
- Retirement Plan
- Group Life Insurance
- Sick Leave

Applications are obtained from and submitted to

#### **DEPARTMENT OF HUMAN RESOURCES**

MUNICIPAL BUILDING  
550 MAIN STREET  
HARTFORD, CONNECTICUT 06103  
TELEPHONE (860) 757-9800

#### **VETERAN'S PREFERENCE:**

Preferential Points may be given to Eligible Veterans. Check with the Department of Human Resources.  
**CHANGE OF ADDRESS:** It is *your responsibility* to notify the Department of Human Resources of any Change of Address on your application.