

City of Oneida Civil Service Commission
109 N. Main Street Oneida, NY 13421

Announces an **OPEN COMPETITIVE** Exam for:
DEPUTY CITY COMPTROLLER
#65769

Date of Exam: March 3, 2018

Last Date to File: January 10, 2018

(Must be received be close of business -Salary: Per agreement NOT Postmarked)

Salary: \$42,629.00 per year - pending CSEA Contract

A \$15.00 fee is required for this exam. The fee must accompany the application and is non-refundable. Check or money order should be made out to: CITY CHAMBERLAIN

MINIMUM QUALIFICATIONS:

1. Graduation from an regionally accredited or NYS registered college or vocational school with an Associate Degree in Accounting or related field, and one (1) year of experience in the maintenance and checking of financial records and accounts; or
2. Three (3) years of accounting and auditing experience in the maintenance and checking of financial record and accounts; OR
3. Any equivalent combination of training and experience.

DISTINGUISHING FEATURES OF THE CLASS: Position assists the City Comptroller in maintaining continuous financial control of municipal expenditures. Responsible for maintaining and balancing the general ledger, and has overall charge of books of original entry and subsidiary ledgers for accounts contained in the general ledger. The incumbent prepares reports as required by the Comptroller. The work is distinguished from positions in the account clerical series by reason of the need to employ technical accounting judgment. The position is distinguished from higher professional level accountant positions by the specialized nature of the work and the close supervision available at all times. The work is performed under direct supervision of the City Comptroller in accordance with established accounting principles, relevant law and rules. Performs such other duties as directed by the City Comptroller.

TYPICAL WORK ACTIVITIES:

- Applies principles of accounting to the general accounting systems in the City;
- Assists in preparing uniform financial and statistical reports and other regular or special reports required;
- Posts and maintains the accounting records according to established account classifications including cash books, general ledgers and subsidiary journals;
- Posts entries to books, general ledgers and subsidiary journals;
- Posts entries to books from supporting records adjusting any entries necessary;

- Checks accounts, payrolls, and invoices of departments for correctness and compliance;
- Reconciles book balances with bank balances, and records receipts into journals;
- Provides information for various audits by outside parties (financial, workers compensation, insurance, etc.);
- Oversees and participates in the purchase, receipt and inventory of departmental supplies and central stores, and the processing of related records, purchase orders and bids;
- Process the payroll and accounts payable;
- Reconciles accounts against source documents, investigates and resolves discrepancies;
- Verifies calculations, vendor and account numbers, signatures, and encumbrance status;
- Monitors independent contractors involved in providing services for the City to ensure compliance with IRS reporting requirements;
- Uses computer to enter payroll data, such as overtime worked and changes in employee salaries, deductions and insurance, updates and checks payroll deductions;
- Prepares monthly, quarterly and annual reports for submission to various governmental agencies, etc.
- Calculates salary figures for all personnel including changes for promotions, demotions and negotiated raises:
- Posts to ledger accounts from payroll reports;
- Sorts and distributes paychecks;
- Prepares warrant for payments due and issues checks for authorized payments;
- Prepares periodic reports on workers compensation, State and Federal tax withholdings and payroll matters;
- Maintains complete employee payroll records including deductions for health insurance, social security, deferred compensation, garnishments, retirement, union dues, address changes, budget codes, exemptions, etc.;
- Processes payroll information for unemployment benefits;
- Maintains year-to-date totals for W-2 preparation and distribution;
- Assists Comptroller with budget forecasting and negotiation cost-outs;
- Operates computers, calculators, typewriter, copier, postage and other office machines.

FULLPERFORMANCE KNOWLEDGE, SKILLS, ABILITIES:

- Good knowledge of modern accounting and budgetary principals;
- Good knowledge of cost accounting systems and methods;
- Good knowledge of the organization and functions of municipal government to assist the City Comptroller in the performance of his/her duties;
- Ability to prepare and maintain accounting records and reports;
- Ability to analyze accounting records and financial statements and draw logical conclusions;
- Ability to prepare written reports, as required.

SUBJECTS OF EXAMINATION: A written test designed to test for knowledge, skills and /or abilities in such areas as:

1. Fundamentals of account keeping and bookkeeping: These questions test for a knowledge of basic principles and practices of account keeping and bookkeeping. The questions test for recognizing account keeping and bookkeeping terms, concepts and relationships; recording financial transactions; and solving elementary problems in account keeping and bookkeeping.

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2. Arithmetic computation with calculator: These questions test for the ability to use a calculator to do basic computations. Questions will involve addition, subtraction, multiplication and division. You may also be asked to calculate averages, to use percents, and to round an answer to the nearest whole number. You should bring with you a hand-held battery- or solar-powered calculator for use on this test. You will not be permitted to use the calculator function of your cell phone.

3. Name and number checking: These questions test for the ability to distinguish between sets of words, letters, and/or numbers that are almost exactly alike. Material is usually presented in two or

three columns, and you will have to determine how the entry in the first column compares with the entry in the second column and possibly the third. You will be instructed to mark your answers according to a designated code provided in the directions.

4. Office record keeping: These questions test your ability to perform common office record keeping tasks. The test consists of two or more "sets" of questions, each set concerning a different problem. Typical record keeping problems might involve the organization or collation of data from several sources; scheduling; maintaining a record system using running balances; or completion of a table summarizing data using totals, subtotals, averages and percents. You should bring with you a hand-held battery- or solar-powered calculator for use on this test. You will not be permitted to use the calculator function of your cell phone.

A Guide for the Written Test for Higher Level Account Clerical is available at the New York State website: www.cs.ny.gov/testing/localtestguides.cfm . Candidates not having access to a computer or the internet may request copy of the test guide from the municipal civil service office conducting this examination using the contact information found elsewhere on this announcement.

CALCULATORS ARE RECOMMENDED

VETERAN CREDITS: Veterans or Disabled Veterans who have served on active duty during the creditable periods of war (see application) will be eligible for veteran credits. Eligible veterans must submit with their application for veteran credits a certified copy of their DD-214 from the Armed Forces of the United States.

General Instructions and Information

1. Falsification of any part of the application will result in disqualification.
2. Applicants must answer every question on the application and make sure it is complete in all respects. Incomplete applications will be disapproved.

3. Appointments from an eligible list must be made from the top three (3) candidates willing to accept appointment. The duration of the eligible list may be fixed for a minimum period of one (1) year and a maximum period of four (4) years.
4. It is the responsibility of the candidate to notify the City of Oneida Civil Service Commission of any change of name and/or address. No attempt will be made to locate candidates who have moved.
5. The passing grade for this exam is 70.

Saturday Sabbath Observers - Disabled Persons and Military Personnel called to Active Duty:

If special arrangements for testing are required, indicate this on your application form.

The City of Oneida is an Equal Opportunity / Affirmative Action Employer
Applications and additional information are available in the Civil Service Office, 109 N. Main Street, Oneida, NY 13421 by phone 315-363-1561 or at our website at www.oneidacity.com

Issue date: December 4, 2017

Prepared by: Dawn Andrews, Secretary to the Commission