

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

Announces an Promotional Exam for:

## **CITY COMPTROLLER #78530**

Date of Exam: March 17, 2018

Last Date to File: February 28, 2018

(Must be received by close of business - NOT Postmarked)

Salary: Per agreement

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 accredited college or university or NYS registered college or university with a Bachelor's Degree in Accounting or closely related field AND at three (3) years of accounting, auditing or financial management experience; OR
2. Graduation of a regionally accredited or NYS registered college or university with an Associate's Degree in Accounting or closely related field AND five (5) years of accounting, auditing or financial management experience; OR
3. An equivalent combination of education and experience as defined by the limits of (1) and (2) above. Experience that included governmental accounting preferred, but not required.

**SUBJECTS OF EXAMINATION:** A written test designed to evaluate knowledge, skills and /or abilities in the following areas:

#### 1. General accounting

These questions test for knowledge of the general accounting principles and practices used in the preparation of financial statements, in the recording and reporting of financial transactions, and in financial decision-making. Candidates will be required to demonstrate a current knowledge of Generally Accepted Accounting Principles (GAAP). Knowledge of computerized information systems as it applies to accounting may be required.

#### 2. General auditing

These questions test for knowledge of the principles and procedures involved in substantiating and examining transactions and financial statements. It will require a knowledge of auditing techniques and Generally Accepted Auditing Standards (GAAS). Knowledge of the use of computerized accounting or auditing systems as it pertains to auditing may be required. Questions relating to internal controls applicable to manual and computerized accounting systems may be included.

### 3. Governmental accounting

These questions test for knowledge of the accounting practices employed to provide financial information used in determining and forecasting the condition of governmental units, and used for monitoring governmental performance, in terms of legal, contractual and fiduciary requirements. These questions will test for knowledge of and familiarity with common governmental funds, appropriation and encumbrance accounting, accounting for revenue and expenditures, and other aspects of accounting relating to the governmental sector.

### 4. Preparing written material

These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order. You must then choose, from four suggestions, the best order for the sentences.

### 5. Supervision

These questions test for knowledge of the principles and practices employed in planning, organizing, and controlling the activities of a work unit toward predetermined objectives. The concepts covered, usually in a situational question format, include such topics as assigning and reviewing work; evaluating performance; maintaining work standards; motivating and developing subordinates; implementing procedural change; increasing efficiency; and dealing with problems of absenteeism, morale, and discipline.

### 6. Understanding and interpreting tabular material

These questions test your ability to understand, analyze, and use the internal logic of data presented in tabular form. You may be asked to perform tasks such as completing tables, drawing conclusions from them, analyzing data trends or interrelationships, and revising or combining data sets. The concepts of rate, ratio, and proportion are tested. Mathematical operations are simple, and computational speed is not a major factor in the test. **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.**

**The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication "How to take a written test" helpful in preparing for this test. This publication is available on line at: [www.cs.ny.gov/testing/localtestguides.cfm](http://www.cs.ny.gov/testing/localtestguides.cfm)**

## **USE OF CALCULATORS ARE RECOMMENDED FOR THIS EXAM**

**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 [oneidacity.com](http://oneidacity.com)

Issue date: January 29, 2018 By: Dawn Andrews  
Page 3 of 3 END