



AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER
The City of Stamford is an equal opportunity/affirmative action employer
and strongly encourages the applications of women, minorities, and persons with disabilities

OPEN COMPETITIVE EXAMINATION No. 24-53

STAFF ACCOUNTANT

Salary Range: \$89,195 to \$114,936 Annually

DUTIES: Under the general supervision of the Controller or designee, performs general municipal accounting work of a complex nature; maintains and controls a variety of City and Board of Education accounting functions; does related work as required.

MINIMUM QUALIFICATION REQUIREMENTS: Graduation from an accredited college or university with a bachelor's degree in accounting, or a closely related field, and three years of experience in accounting in the public or private sector may substitute with CPA, Graduate Degree or G.F.O.A. Certification

SCOPE OF EXAMINATION: Candidates will be evaluated based on education, knowledge, and experience provided on the application and supplement. All information will be verified. Only candidates who are found qualified will be required to take an advanced excel evaluation.

APPLICATION PROCESS: Interested candidates should submit a completed City of Stamford Employment Application and Application Supplement "24-53" by **Friday, December 6, 2024** to hrrecruiting@stamfordct.gov or mailed to **888 Washington Boulevard, Stamford, Connecticut 06904**. Applications can be obtained at www.stamfordct.gov.

PLEASE NOTE: All applications **MUST BE COMPLETELY FILLED OUT**, even if submitting a resume, including but not limited to: (1) Position applying for (2) Employment history including dates (month & year) and reasons for leaving a position ("**See Attached Resume**" is not acceptable) **Applications with missing information will be considered incomplete and will not be processed.** Applications of candidates who do not meet the stated position requirements will not be considered.

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

Issued: 11/07/2024

EMPLOYMENT BENEFITS:

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

VETERAN'S PREFERENCE:

Preferential Points may be given to Eligible Veterans. Check with the Department of Human Resources.

Applications are obtained from and submitted to
DEPARTMENT OF HUMAN RESOURCES
CITY OF STAMFORD
888 WASHINGTON BOULEVARD
STAMFORD, CONNECTICUT 06904
TELEPHONE (203) 977-4070
www.stamfordct.gov

General Conditions for Job Announcements and Civil Service Information can be viewed at
www.stamfordct.gov

CHANGE OF ADDRESS:

It is your responsibility to notify the Department of Human Resources of any Change of Address on your application

PERSONNEL COMMISSION

Marc Teichman
Stuart Adelberg
Lynn Arnow
Elizabeth Main
Jaclyn Williams

City of Stamford

CLASS SPECIFICATION

Job Title: STAFF ACCOUNTANT

Job Summary: Under the general supervision of the Controller or designee, performs general municipal accounting work of a complex nature; maintains and controls a variety of City and Board of Education accounting functions; does related work as required.

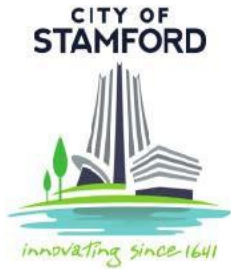
Supervision Received: Under the general supervision of the Controller or designee.

- Responsible for overall support of general accounting functions.
- Responsible for general ledger account analyses, performs reconciliations of balance sheet, and revenues and expenditures among various city funds (governmental, capital, special revenue, enterprise and fiduciary) maintained on the financial system.
- Prepares journal entries and performs associated tasks necessary to assist in applicable monthly and fiscal year-end closings.
- Participates intensively in annual external audit by preparing schedules, reconciling discrepancies, and proposing adjusting journal entries.
- Confers with and advises peers and superiors in the City and Board of Education on status of accounts, problems encountered, possible improvements and interpretation of financial data.
- Experience working with general ledger accounts and payroll systems used in a municipal environment.

Knowledge, Skills and Abilities:

- Ability to work with individuals from diverse backgrounds.
- Considerable knowledge of the generally accepted principles and practices of accounting for governments GASB.
- Solid accounting background.
- Knowledge of G.F.O.A. reporting program and municipal best practices.
- Intermediate to Advanced Excel and word processing skillset.
- Ability to access, maintain and interpret complex financial data from an integrated financial system and develop logical conclusions.
- Ability to prepare written reports and assist with financial reports.
- Maintain effective relationships with City departments, the Board of Education and vendors.

Minimum Qualifications: Graduation from an accredited college or university with a bachelor's degree in accounting, or a closely related field, and three years of experience in accounting in the public or private sector may substitute with CPA, Graduate Degree or G.F.O.A. Certification.



APPLICATION FOR EXAMINATION OR EMPLOYMENT

DO NOT WRITE IN THIS SPACE

Q _____

NQ _____

Educ _____ Reviewer

Exp _____

Not City EE _____

Other _____

Human Resources Division
 888 Washington Boulevard
 P.O. Box 10152
 Stamford, CT 06904-2152
 Tel. (203) 977-4070

Position applying for
 Use Title on Job Announcement

Exam Number

PLEASE TYPE OR PRINT CLEARLY
All blanks must be completed in order for application to be considered

Please note that the information you provide on this application/examination will be used to determine if you are qualified for further consideration in the position in which you are applying. Failure to provide adequate or detailed information necessary to determine your qualifications may result in you being disqualified for a position. There may also be a supplement to this application for the position for which you are applying. Please make sure you submit ALL required materials.

GENERAL INFORMATION

Name _____
 (Last) (First) (Middle)

Address _____
 (Street/apt #) (City) (State) (Zip Code)

Home Telephone _____ Work Telephone _____
 (Area Code) (Area Code)

Cell Phone _____ Email Address _____
 (Area Code)

Social Security Number (Last 6 digits) XXX _____

Do you claim 5 points preference based on active duty in the US Armed Forces? Yes No

Do you claim 10 points preference based on veteran's disability? Yes No

Are you you related to anyone currently employed by the City of Stamford? Yes No

If yes, name, and job title or department

Name _____

Job Title or Dept. _____

Are you requesting City of Stamford Residency Points? Yes No

RECORD OF EDUCATION

<i>TYPE OF SCHOOL</i>	<i>NAME OF SCHOOL AND CITY/STATE</i>	<i>DATES ATTENDED</i>	<i>COURSE OF STUDY (Major/Minor)</i>	<i>GRADUATED (Yes/No)</i>	<i>DEGREE, DIPLOMA, G.E.D., AND CERTIFICATE OR CREDITS COMPLETED</i>
<i>HIGH SCHOOL</i>					
<i>COLLEGE OR UNIVERSITY</i>					
<i>COLLEGE OR UNIVERSITY</i>					
<i>COLLEGE OR UNIVERSITY</i>					

Other Training/Certifications (special courses, work training programs, armed forces training) related to the job for which you are applying. Give name and location where training was given, dates attended, subject to training, number of hours weekly and other details.

Summarize any other Special skills or Abilities relating to the job you are applying for, such as licenses, machines you operate, languages you speak, read and write well, computer skills and any other special abilities or knowledge.

EMPLOYMENT HISTORY

List below ALL present and past employment. **BEGIN WITH YOUR MOST RECENT EMPLOYMENT AND WORK BACKWARDS CONSECUTIVELY.** Applicants may be required to furnish satisfactory proof of employment history claimed. Use additional pages if necessary. Resumes may be included with a **completed application.**

Name of Employer _____ Dates of Employment _____

From/To

Employer Address _____ #of hour per week _____

Your most recent position (Title) _____

Supervisor's Name _____ Reason for leaving _____

Describe your duties: (please provide detail sufficient for the examiner to determine if you meet the requirements of the job for which you are applying).

Name of Employer _____ Dates of Employment _____

From/To

Employer Address _____ #of hour per week _____

Your most recent position (Title) _____

Supervisor's Name _____ Reason for leaving _____

Describe your duties: (please provide detail sufficient for the examiner to determine if you meet the requirements of the job for which you are applying).

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From/To

Employer Address _____ #of hour per week _____

Your most recent position (Title) _____

Supervisor's Name _____ Reason for leaving _____

Describe your duties: (please provide detail sufficient for the examiner to determine if you meet the requirements of the job for which you are applying).

Do you have any objections to the Human Resources Division verifying your work experience and/or educational qualifications?

- A. Your former employer? Yes No
- B. Your present employer? Yes No

I hereby authorize the City of Stamford to verify my work experience and/or educational qualifications.

Applicant's Signature _____

COMMENTS

ADA ACCOMMODATIONS IN TESTING: The City of Stamford provides reasonable accommodations for individuals with a disability during the application, examination, interview, and employment. If you need reasonable accommodation, check the box below and attach a written description of the accommodation sought. Medical documentation may be required.

I require accommodation as outlined in the attachment.

RELIGIOUS ACCOMMODATION: Most written tests are held on Saturdays. If you cannot take the test on the announced test day due to a conflict with a religious observation or practice, check the box below and submit attach an Accommodation request by the Last Date to File.

I cannot be tested on the scheduled examination date due to a conflict with a religious observance or practice.

OTHER ACCOMMODATIONS NEEDED: If you require accommodation for reasons other than religious or disability, check the box below and attach a written description of the accommodation sought.

I require special accommodation to take this examination.

* Documentation may be requested to support accommodation requests*

PRE-EMPLOYMENT STATEMENT (Read Carefully)

I certify that all statements made on or in connection with this application are true, complete, and correct to the best of my knowledge and belief. I understand that incomplete, false, inaccurate, or misleading information given in my application, interview(s) or during the course of my employment may result in the rejection of this application; withdrawal of a job offer; or discipline, up to and including termination of employment. Further, false information provided, whether willingly or accidental, may result in my immediate dismissal if employed, whenever the omission or falsehood is discovered.

I understand that this application is not a contract of employment nor is it a guarantee or indication of employment. I also understand that should I be granted an interview, the representations that may be made at the interview are not to be construed as creating any obligation, promise or contract on behalf of the City. Should I be employed by the City, in consideration of my employment, I agree to conform to the rules and policies of the City of Stamford, as they may from time to time be implemented or revised. Identification and verification of eligibility to work in the United States must be satisfied for employment.

I further understand that in consideration for employment, an investigative background report may be prepared at the request of the City of Stamford by an independent party, whereby information may be obtained from my employers (present or former), educational institutions, all branches of the U.S. Military service, and public records maintained by government agencies or others, including but not limited to criminal conviction reports, credit reports, etc. I authorize the City of Stamford and its designated representative(s) to perform this investigation, and further authorize present and former employers, references and other persons to provide information for the investigation. I also authorize the City of Stamford to receive criminal conviction records pertaining to me which may be in the files of any criminal justice agency.

I understand that acceptance for employment shall depend on satisfactory replies from my references and other background checks. In the event I receive a job offer, I also understand that I will be subject to a drug test and medical examination that I must pass before I commence work.

I have read, understood, and agree to the foregoing. I hereby authorize the City of Stamford to verify my work experience and/or qualifications

Applicant's Signature _____

APPLICANT DISCLOSURE FORM

CANDIDATE INFORMATION

It is the policy of the City of Stamford to recruit, hire and promote qualified people in all job classification regardless of age, race, sex, color, religion, national origin, marital status, veteran status or disability unless they are bona-fide occupational qualifications.

The following information is needed for compliance with governmental report requirements. While completion of this section is voluntary, we strongly urge that all applicants complete this as part of the pre-employment process. Applicants so choosing, may identify on the form that have chosen not to provide the City of Stamford with the requested information by checking the appropriate box in section four. This information will not affect in any way your employment opportunities.

GENERAL INFORMATION

Your Name _____ Date _____

Social Security Number (Last 6 digits) XXX _____

STATISTICAL INFORMATION

Race/Ethnic Identification (Please check one)	
American Indian or Alaska Native <input type="checkbox"/>	All persons having origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment.
Asian <input type="checkbox"/>	All persons having origins in any of the original peoples of Far East, Southeast Asia, or the Indian Subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.
Black or African American <input type="checkbox"/>	(Not Hispanic or Latino origin). All persons having origins in any of the black racial groups of Africa.
Hispanic or Latino <input type="checkbox"/>	<input type="checkbox"/> All persons of Cuban, Mexican, Puerto Rican, Central or South America, or other Spanish culture or origin, regardless of race.
Native Hawaiian or Other Pacific Islander <input type="checkbox"/>	All persons having origins in any of the original peoples of Hawaii, Guam, Samoa, or Pacific Islands.
White <input type="checkbox"/>	(Not Hispanic or Latino origin). All persons having origins in any of the original peoples of Europe, the Middle East or North America.
Other <input type="checkbox"/>	Please Specify: _____

Job Classification

Please write the title of the position for which you are applying in the box above, using the title of Job Announcement.

Gender	
Female	<input type="checkbox"/>
Male	<input type="checkbox"/>

NON-PARTICIPATION

I have read the above statement and have chosen not to complete this form.

(Please check box if applicable)

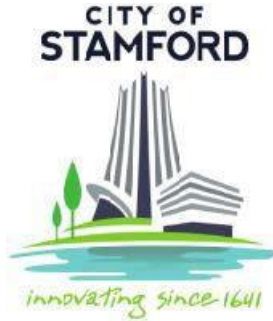
RECRUITING INFORMATION

How did you hear about this job? (Please check one)

- | | |
|---|---|
| <input type="checkbox"/> Stamford Advocate | <input type="checkbox"/> Human Resources Division Bulletin Board |
| <input type="checkbox"/> Other newspaper:
Please give name _____ | <input type="checkbox"/> Community Agency
Please give name _____ |
| <input type="checkbox"/> City Website | <input type="checkbox"/> Professional journal _____ |
| <input type="checkbox"/> Internet
Please give name _____ | <input type="checkbox"/> Other: Please specify _____ |
| <input type="checkbox"/> City Employee | |

MAYOR
CAROLINE SIMMONS

THOMAS CASSONE
DIRECTOR OF LEGAL AFFAIRS
&
CORPORATION COUNSEL



DR. PAULA A. RUSSELL
HUMAN RESOURCES DIRECTOR

HUMAN RESOURCES DIVISION
888 WASHINGTON BOULEVARD
P.O. BOX 10152
STAMFORD, CONNECTICUT 06904-2152
Tel. (203) 977-4070
Fax: (203)977-4075

STAFF ACCOUNTANT
APPLICATION SUPPLEMENT #24- 53
EXPERIENCE AND TRAINING EXAMINATION

NAME _____

SOCIAL SECURITY NO. 000 - -
(FILL IN THE LAST 6 DIGITS OF YOUR SS #)

You will complete specific information about your education, training, and experience for this Application Supplement. The information you provide will be used to determine how well you qualify for this position. You **MUST** complete this booklet to be considered for this position.

On the following pages, you will be asked to supply information about your education and training and about the duties, responsibilities, and accomplishments associated with jobs that helped you qualify for the position for which you are applying.

Your education, training, and experience will be evaluated according to how closely they relate to the various job components or factors of the STAFF ACCOUNTANT position.

This booklet and a completed "Application for Employment" must be filed with the Human Resources Division by the last filing date or bear a postmark no later than the last filing date as noted on the job announcement. "See Resume" will not be considered.

Please note that any information outlined in this Training and Experience Supplement must be supported by information provided on your Application for Employment.

Please respond to the questions below in the space provided, you may use additional pages if necessary. If you do not have the experience, type N/A. **You cannot go past the space provided. If needed attach an additional document.**

2. Has your experience been in Private organization Government Non-Profit
Briefly describe your experience.

3. Are you a Certified Public Accountant (CPA)

Yes No

4. Are you certified by G.F.O.A?

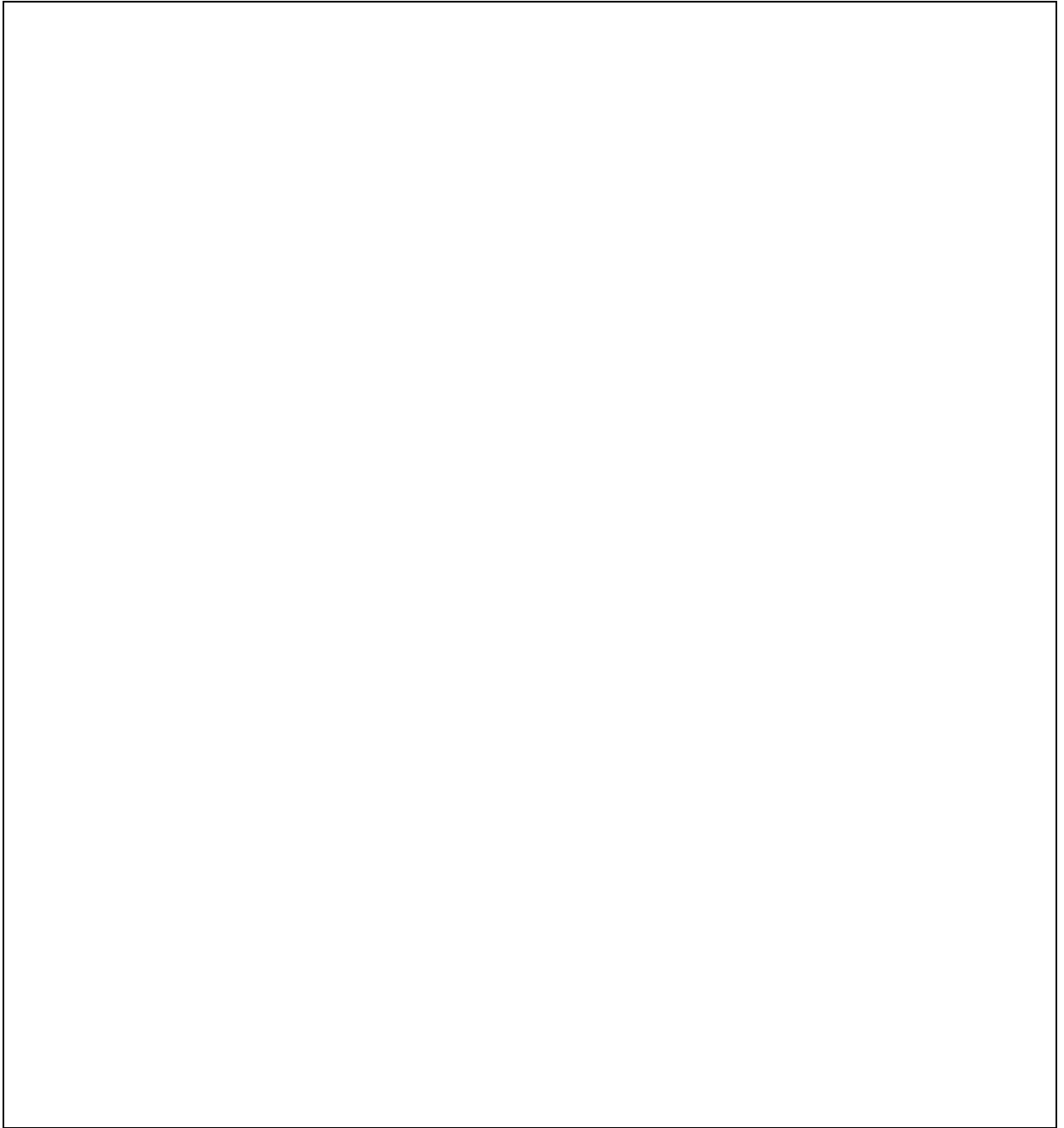
Yes No

5. Do you have any knowledge of G.F.O.A reporting program & Municipal best practices?

6. Please provide information about your knowledge and experience in (a) GAAP and GASB, If any?

A large, empty rectangular box with a thin black border, intended for the respondent to provide information about their knowledge and experience in GAAP and GASB.

7. Describe your experience in reviewing and interpreting complex financial data.



8. Describe your experience in General Ledger analysis and in Balance sheet reconciliations as well as Revenue & Expenses among various funds, if any?

