



## CITY OF TONAWANDA CIVIL SERVICE COMMISSION

200 Niagara Street · Tonawanda, New York 14150-1099

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William Sheldon, Chairperson

Jeff Brzyski, Commissioner

Jan Bodie, Commissioner

Monica Ljiljanich, Secretary to Commission

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THE TONAWANDA CIVIL SERVICE COMMISSION ANNOUNCES AN OPEN COMPETITIVE EXAMINATION

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### JUNIOR ACCOUNTANT

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Exam No. 64406

Starting Salary Range: \$26,500.00-\$32,500.00

**EXAM DATE: March 17, 2018**

**LAST DATE TO FILE APPLICATION: February 1, 2018**

The eligible list resulting from this examination will be used to fill vacancies as they occur in City of Tonawanda School District.

**SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:**

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

**APPLICATION FEE:** There is a \$12.50 non-refundable fee for each examination. The fee must accompany your application. You may pay in cash at the City Treasurer's Office or send a check or money order payable to the City Treasurer. Be sure your name is indicated along with the examination number on your check or money order. This fee will be waived for unemployed heads of households. **NO REFUNDS WILL BE MADE** if your application is disapproved. Be sure to compare your qualifications carefully with those stated below and file only for examinations for which you qualify.

**RESIDENCY REQUIREMENT:** There is no residency requirement for this exam. Preference in appointment may be given to City of Tonawanda residents.

**MINIMUM QUALIFICATIONS:**

- A) Graduation from a regionally accredited or NYS registered four (4) year college or university with a Bachelor's degree in Business Administration or related field including or supplements by a minimum of twenty-four (24) semester credit hours in accounting; **OR**
- B) Graduation from a regionally accredited or NYS registered two (2) year college or university with an Associate's degree in Business Administration or related field with a major in Accounting **AND** two (2) years of Accounting and/or Auditing experience; **OR**
- C) An equivalent combination of training and experience as defined by the limits of (A) and (B).

**GENERAL STATEMENT OF DUTIES:** The work involves performing entry level accounting work in maintaining accounting records, preparing financial reports and other analysis and procedures. Supervision is received from higher level departmental employees. Does related work as required.

**SUBJECTS OF EXAMINATION:** Written test designed to test for knowledge, skills and abilities in such areas as:

**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. 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.

#### **4. 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 table, drawing conclusions from them, analyzing data trends or interrelationships, and revising or combining data sets. The concepts of rate, ration, and proportion are teste. 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.**

**Note:** 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. These publications are available on line at: [www.cs.ny.gov/testing/localtestguides.cfm](http://www.cs.ny.gov/testing/localtestguides.cfm)

**Use of calculators is RECOMMENDED.** Devices with spell-checkers, PDA's, MP3's, cell phones, texting, paging, camera or other enhanced electronic features are prohibited.

**Your application for this test is part of the examination process.** Applications must be completely filled out, with all information stated on the front and back of the form. The Civil Service Commission will not refer to other applications on file for additional information. Applications, which do not show training and/or experience to meet the minimum qualifications, will be disapproved.

#### **APPLYING FOR EXAMINATIONS IN MULTIPLE JURISDICTIONS WHEN EXAMINATIONS ARE SCHEDULED ON SAME DATE:**

If you have applied for any other Civil Service examinations for employment with New York State or any other local government jurisdiction, you must make arrangements to take all the examinations at one test site.

If you have applied for both STATE and LOCAL government examinations, you must make arrangements to take all your examinations at the STATE examination center by cross-filing with the local municipality no later than two weeks before the test date.

If you have applied for other local government examinations, call or write to each Civil Service Agency to make arrangements. You must make your request for these arrangements no later than two weeks before the date of the examinations. You must notify all local government Civil Service Agencies with whom you have filed an application of the test site at which you wish to take your examination(s). For this examination, call 695-8626 or write to the Civil Service Commission, 200 Niagara Street, Tonawanda, NY 14150.

**SPECIAL ARRANGEMENTS:** Applicants whose religious beliefs or military service prevent their taking examinations on the scheduled date and disabled candidates who require special accommodations to take the test should indicate the need for special arrangements on their application. Candidates who are called to military service after filing an application should send requests for an alternate test date to the Civil Service Commission as soon as possible before the test date. If special arrangements for testing are required, indicate this on your applications under Question No. 5.

**VETERANS:** Disabled and non-disabled veterans as defined in Section 85, New York State Civil Service Law, will have 10 and 5 points, respectively added to their earned scores if successful in passing the examination. You must claim these credits when you file the application, but you have an option to waive them any time prior to appointment. If you have already used these credits for a permanent position in NYS, you may not claim them again, with one exception: if a non-disabled veteran used veteran's credits to obtain an appointment or promotion with New York State or a local government **AND** subsequent to such use, he/she was determined by the United States Department of Veteran's Affairs to be a qualified disabled veteran, then he/she shall be entitled to apply for and use 10 credits on NYS and local open competitive and promotional exams, minus the number of non-disabled credits he/she had previously used.

**CHILDREN OF FIREFIGHTERS AND POLICE OFFICERS KILLED IN THE LINE OF DUTY:** shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

This exam will be prepared and rated in accordance with Section 23 (2) of the Civil Service Law. The provisions of the New York State Civil Service Law, rules and regulations dealing with the preparation and rating of examinations will apply to this examination.

**APPLICATIONS ARE AVAILABLE AT THE CIVIL SERVICE OFFICE**, on-line at [www.tonawandacity.com](http://www.tonawandacity.com) or you may send a self-addressed, stamped envelope to the Civil Service Office, 200 Niagara Street, Tonawanda, NY 14150. **LETTER WILL NOTIFY CANDIDATES OF EXAMINATION TIME AND LOCATION. The City of Tonawanda is an equal opportunity employer.**

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