

## Job posting preview

<b>Bulletin Number</b>	40012BR
<b>Type of Recruitment</b>	Open Competitive Job Opportunity
<b>Department</b>	Auditor-Controller
<b>Position Title</b>	ACCOUNTANT-AUDITOR
<b>Rebulletin Information</b>	<b>This announcement is a rebulletin to reopen the filing period for the Accountant-Auditor exam. This rebulletin also updates the salary, Examination Content, Special Requirement, and Application and Filing Information sections of the bulletin. Persons who have already applied within the last 6 months need not reapply, but may submit additional information by the last day of filing.</b>
<b>Exam Number</b>	S0675C
<b>Filing Type</b>	Open Continuous
<b>Filing Start Date</b>	01/12/2015
<b>Salary Type</b>	Monthly
<b>Salary Minimum</b>	\$4,454.18
<b>Salary Maximum</b>	\$5,242.00
<b>Benefits Information</b>	<b>Non-Represented Employees</b> <ul style="list-style-type: none"> <li>• Cafeteria Benefit Plan • Contributory Defined Benefit Retirement Plan • Matched 401(k) Savings and Deferred Compensation &amp; Thrift Plans • 11 Paid Holidays • 10 paid leave days and option to buy one to 20 more • Flexible Work Schedules</li> </ul>
<b>Position/Program Information</b>	Assists in conducting management, performance, financial, information technology (IT) and compliance audits and other studies of County departments and contract providers.  Positions allocable to this class are located in the Department of Auditor-Controller. Under close supervision of higher level auditors, positions assist in conducting management, performance, financial, IT, and compliance audits as well as assist in conducting special studies of County departments that may include audits of private sector firms that provide goods and services under contract with the County.
<b>Essential Job Functions</b>	Assists in conducting management, performance, financial, compliance and IT component audits by examining, reconciling, and/or analyzing accounting records (e.g., general ledgers, sub-ledgers, transaction files, etc.), financial statements (e.g., balance sheets and statement of activities), or other financial documentation (e.g., receipts, cancelled checks, requisitions, bank statements, vouchers, purchase orders, invoices, etc.) to ensure accuracy, completeness, appropriateness and compliance with federal, California, and County laws, regulations, policies, and contract terms.  Assists and/or conducts financial studies and investigations (e.g., cost analyses, revenue analyses, risk assessments, theft and time and information technology abuse investigations, etc.) by gathering data from a variety of sources (e.g., interviews and questionnaires) and documents (e.g., financial statements, prior year reports, data files, etc.), analyzing and interpreting data, and presenting (orally and in writing) information in order to identify issues, trends, patterns, misappropriation of resources and make

appropriate recommendations and to ensure compliance with federal, California, and County laws, regulations, policies, and contract terms.

Assists in providing technical assistance to departments (e.g., review internal control plans, proposed contracts, statement of work, etc.) by gathering, analyzing, and interpreting a variety of information provided by the client department(s) to provide guidance, make recommendations, and ensure compliance with federal, California, and County laws, regulations, policies, and contract terms.

Assists in conducting reviews of County contractors' compliance with their County contract and other regulatory requirements by performing programmatic, fiscal, and administrative reviews; developing the monitoring process and instruments; completing the monitoring instruments; interviewing program participants; discussing the monitoring results with contractors and County staff; preparing detailed reports; and making recommendations to ensure that funds are appropriately expended and the quality of service is delivered in a timely and fiscally responsible manner.

Prepares a variety of documents (e.g., written reports, correspondences, emails, schedules, work papers, etc.) in order to communicate pertinent information to relevant parties.

Interacts with a variety of individuals (e.g., co-workers, supervisors, managers, clients, contractors, other County personnel, etc.) to provide and receive information, serve as a point of contact, conduct interviews, make appropriate recommendations, collaborate with various individuals, and serve as a representative of the Department and the County.

#### Requirements

**MINIMUM REQUIREMENTS:** A Bachelor's degree from an accredited\* college or university with 21 semester units or 32 quarter units of accounting courses, including a course in auditing\*\*.

#### Physical Class

**Physical Class II – Light:** Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

#### License(s) Required

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

#### Desirable Qualifications

- Ability to interface with the public and staff on all levels;
- Strong communication skills;
- Strong analytical and problem solving skills;
- Strong time management and organizational skills;
- Demonstrated experience working independently and in a team environment;
- Computer proficiency; experience with Microsoft applications.

#### Special Requirement Information

**WITHHOLD INFORMATION:** Please note that applicants who will meet the requirements by June 30, 2015, may also apply and **must clearly state the expected date of graduation on the employment application.** Such applicants will be placed on "withhold" status on the eligible register until the minimum requirements are met and a photocopy of the degree and official transcripts is received by the analyst. **All applicants must submit the required documents at the time of filing or as instructed in the examination process.**

\*\* (1) In order to verify any type of college degree, such as Bachelor or Master degree, or completion of a certificate program, **you MUST include** a legible **photocopy** of the official diploma, official transcripts, or official letter

from the accredited institution which shows the area of specialization; or official certificates with your application at the time of filing or as instructed in the examination process. (2) In order to verify your completion of the required number of units of accounting courses and auditing course, **you MUST include a legible photocopy of your official transcripts** with your application at the time of filing or as instructed in the examination process.

**Accreditation Information**

**\*Accreditation:** Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. (AICE).

**Examination Content**

This examination will consist of TWO test parts:

A qualifying (PASS/FAIL) written test, which will assess Basic Accounting and Auditing Principles, Data Collection, Written Expression, Data Analysis and Interpretation (including Mathematical Ability), and Reading Comprehension.

A structured interview weighted 100% of the final score, which will assess Job Knowledge; Work Skills; Organizational Skills; Analytical and Decision-Making Ability; Interpersonal and Oral Communication; and Adaptability, Dependability, and Ethics.

**Candidates must achieve a passing score of 70% or higher on the written test in order to be invited to the structured interview portion of the exam.**

**Candidates must achieve a passing score of 70% or higher in the structured interview in order to be placed on the eligible register.**

**Note: Candidates may only take the written exam once every twelve (12) months. Scores will automatically be transferred for those that have taken the written exam within a twelve (12) month period.**

**Candidates who participated in the structured interview within the past six (6) months, will not be allowed to compete in this examination.**

**In accordance with Civil Service Rule 7.19, the written test materials are not subject to review.**

**Special Information**

**BACKGROUND CHECKS:** Successful applicants will be required to complete a thorough background investigation, including a Live Scan fingerprint search prior to appointment. Examples of disqualifying factors are any felony convictions or misdemeanor convictions involving moral turpitude and any job-related misdemeanor convictions.

**Vacancy Information**

The resulting eligible register for this examination will be used to fill vacancies in the Department of Auditor-Controller

**Eligibility Information**

The names of candidates receiving a passing grade in the examination will be placed on the eligible register in the order of their score group for a period of six (6) months. Applications will be processed on an as-received basis and promulgated to the eligible register accordingly.

**No person may compete for this examination more than once every six (6) months.**

**Available Shift** Day  
**Application and Filing Information**

Fill out your online application completely and correctly. Provide any relevant education, training, and experience so that we can evaluate your qualifications for the job.

**INSTRUCTIONS FOR ONLINE FILING**

**APPLICATIONS MUST BE FILED ONLINE ONLY.** Click on the tab above or below this bulletin that reads, "Apply to Job" so that you can apply online, track the status of your application, and get notified of your progress by email. You must upload any supporting documents during the application submission process. **We must receive your application and any supporting documents by 5:00 P.M. PST, of the last day of filing.**

**Notes: (1)** If you are unable to attach required documents, you may fax them to (213) 947-4848 or email to [acrecruitment@auditor.lacounty.gov](mailto:acrecruitment@auditor.lacounty.gov). Please include your name, exam number and exam title on all faxed and emailed documents. **(2)** As we may send correspondence via email, **please ensure your email address is current and correct.**

**The acceptance of your application will depend on whether you have clearly shown that you meet the Minimum Requirements for this position.** Please fill out your online application completely and correctly so that you will receive full credit for your related education and experience. In the section provided for education, include the name and address of colleges attended, dates completed, college units earned, degrees earned, and specialization of study. For each job held, provide the name and address of your employer, your payroll title, beginning and ending dates, salary information, and a detailed description of work performed.

**In the section provided for education,** include the name and address of colleges attended, dates completed, college units earned, degrees earned, and specialization of study. **Also, provide information on relevant college courses completed, including the course name, course unit, and school in which the course was taken. If you will meet the minimum requirements by June 30, 2015, provide information on the courses you will complete to meet the requirements. All information supplied by applicants is subject to verification. Applications may be rejected at any stage of the selection process.**

**For each job held,** provide the name and address of your employer, your payroll title, beginning and ending dates, salary information, and a detailed description of work performed.

Although resumes are accepted, they are considered a supplement to the application. **Failure to provide complete information on your application, failure to attach supporting documentation, and failure to follow instructions may impact assessment of your qualifications and acceptance into the examination process.**

**This examination may close for filing at any time without prior notice. Applicants are encouraged to submit their application along with the required documentation as soon as possible.**

For additional information, please contact the exams analyst, Jonathan Rono at (213) 974-8512.

**County of Los Angeles Information** View details regarding **Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act** by clicking on the link below:

[COUNTY OF LOS ANGELES BULLETIN INFORMATION](#)

**OR**

Visit <http://hr.lacounty.gov> to view the above information. Click on Job Info Center Tab, and then click on County of Los Angeles Bulletin Information link under Some helpful links section.

**Equal Employment Opportunity:** It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

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<b>ADA Coordinator Phone</b>	(213) 974-8418 
<b>Teletype Phone</b>	(213) 974-0911 
<b>California Relay Services Phone</b>	NONE
<b>Alternate TTY Phone</b>	NONE
<b>Job Field</b>	Finance and Accounting
<b>Job Type</b>	Professional