

Bulletin Number	12525BR
Type of Recruitment	Interdepartmental Promotional Opportunity
Department	Human Resources Countywide Exams
Position Title	ACCOUNTING OFFICER I
Exam Number	R0656E
Filing Type	Open Continuous
Filing Start Date	28-Jan-2013
Salary Type	Monthly
Salary Minimum	4229.36
Salary Maximum	5547.18
Benefits Information	Represented Employees • Cafeteria Benefit Plan • Defined Contribution Retirement Plan • Deferred Compensation & Thrift Plan • 11 Paid Holidays • Generous Vacation and Sick Leave Benefits • Flexible Work Schedules
Position/Program Information	<p><u>DEFINITION:</u> Performs professional accounting work and directs a small staff (five or more) engaged in the operation of an accounting system of moderate scale or complexity and in the work of a small group of related activities of a department. In determining the scale and complexity of the accounting system the following factors are considered: The number and diversity of accounts from the County's standard accounting system utilized in departmental operations; the degree and kind of departmental supplementation of the County's standard system, examples of which would include specialized cost accounting, proprietary accounting, and asset, liability, trust, or revenue accounting sub-systems; the kind and level of cost accounting work; types of reports required to meet legal requirements, management information needs, and the like; responsibility for an external auditing program or an internal audit program approaching in complexity the former; and the extent, if any, of an ongoing program of internal accounting systems and procedures development. For the purpose of providing a guideline to the use of the term scale of accounting system in this specification, the following example is offered:</p> <ul style="list-style-type: none"> • (Moderate scale accounting system): Incorporated in the program is either: A general accounting system

having approximately 2,000 appropriation, fund, proprietary, and revenue accounts and cost centers. -

OR-

- An accounts payable, accounts receivable, or trust accounting system having approximately 5,000 active accounts.

Essential Job Functions

- Plans, assigns, directs, and evaluates the work of the accounting, budget compilation and control, cashiering, supply, payroll, statistical, data processing, or other related staff or service activities of a department.
- Advises and consults with management concerning the accounting and financial implications of existing and projected departmental activities.
- Supervises or personally conducts cost, revenue, and accounting systems and procedures studies, writes reports of findings, and secures approval for implementation of recommendations from departmental administration and the Auditor-Controller when necessary.
- Analyzes and interprets accounting provisions of laws and regulations and recommends steps for their implementation.
- Administers revenue producing agreements.
- Coordinates the work of subordinate accounting and other activities with the work of other divisions, departments, and clientele.
- Serves as immediate assistant to a higher level accounting officer as needed.

Requirements

SELECTION REQUIREMENTS:

Completion of accounting courses in an accredited* college or university equivalent to 21 semester units or 32 quarter units including a course in cost accounting, governmental accounting, or auditing -AND- Two (2) years' professional accounting or auditing experience at the level of Los Angeles County's class of Accountant II**, Accountant-Auditor***, or higher.

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

California Class C Driver's License.

Special
Requirement
Information

**Experience at the level of Los Angeles County's class of Accountant II is defined as performing a full range of professional accounting and auditing work in the preparation, analysis, review, maintenance, reconciliation and control of financial records and fiscal revenue and expenditures forecasting.

***Experience at the level of Los Angeles County's class of Accountant-Auditor is defined as assisting in conducting management, performance, financial, and compliance audits and other studies of County departments and contract providers.

In order to receive credit for any college accounting course, you must upload a legible copy of your official transcripts from the accredited institution which shows the area of specialization with your application at the time of filing. Failure to submit the transcripts will result in your application being rejected as incomplete.

Verification of Experience: Verification of Experience Letter (VOEL) **WILL NOT BE ACCEPTED** for this examination. VOEL previously submitted for other examinations will also not be considered. The education and experience listed on your application is **SUBJECT TO VERIFICATION** at any point during the examination and hiring process, including after an appointment has been made. **FALSIFICATION** of any information may result in **DISQUALIFICATION**.

Withhold Information: Permanent employees who have completed their initial probationary period and hold a qualifying payroll title may file for this examination if they are within six months of meeting the experience requirements at the time of filing. However, the names of such employees will be withheld from the certification list until the required experience is fully met.

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 (2) parts:

PART I - A Written Test that consists of both computerized and paper-and-pencil components covering reading comprehension, written expression, data analysis and decision-making/mathematics, problem solving, management potential, achievement, flexibility, confidence and optimism, thoroughness, sense of duty, innovation, influence, independence, professional potential weighted 75% .

NOTE: Applicants that have taken identical written tests for other exams (e.g., Administrative Intern I/Management Assistant, Exam Number R0895M; Administrative Assistant II, Exam Number R0888E; Administrative Assistant III, Exam Number R0889F; Administrative Services Manager I, Exam Number R1002J; Assistant Accounting Systems Analyst, Exam Number S2646A; Children's Social Worker II, Exam Number 9072U; Children's Social Worker Trainee, Exam Number 9070V; Departmental Civil Service Representative, Exam Number R1881E; Deputy Compliance Officer, Exam Number 162; Information Technology Manager I, Exam Number 168; Information Technology Supervisor, Exam Number I2598B; and Management Analyst, Contracts, Exam Number 147) within the last twelve (12) months, will have their scores for the identical test part(s) automatically transferred to this examination.

Applicants who have not participated in the above mentioned exams and are also concurrently applying for Accounting Officer II (R0657E) will take the identical written test components one time only. The resulting score will be transferred to all examinations for which you have applied.

This examination contains test parts that can be used in the future for new examinations. Upon application, your scores will be transferred to the new examination and may not be allowed to re-take any identical test parts for at least a year.

Only those candidates who pass the written test will be eligible to proceed to the Structured Interview (Part II). Candidates who are unsuccessful on the written test will be notified by U.S. mail. Written scores cannot be given over the phone.

IN ACCORDANCE WITH CIVIL SERVICE RULE 7.19, THE WRITTEN TEST MATERIALS ARE STANDARDIZED AND COPYRIGHTED; AND THEREFORE, NOT SUBJECT TO REVIEW. IN ADDITION, REQUESTS FOR HANDSCORING FOR THIS EXAMINATION WILL NOT BE GRANTED.

PART II - A Structured Interview that consists of active listening, oral expression, ability to recognize and anticipate work-related problems, relationship building, and customer service weighted 25% .

PLEASE NOTE: NOTIFICATIONS (e.g. Notice of Written

Test Admittance Letter, Notice of Non-Acceptance, etc.)
MAY BE SENT VIA EMAIL.

APPLICANTS MUST MEET THE SELECTION REQUIREMENTS AND MUST ACHIEVE A PASSING SCORE OF 70% OR HIGHER ON EACH WEIGHTED PART OF THE EXAMINATION IN ORDER TO BE PLACED ON THE ELIGIBLE REGISTER.

Special Information TEST PREPARATION RESOURCES ARE AVAILABLE TO HELP CANDIDATES PREPARE FOR WRITTEN EMPLOYMENT TESTS:

- An interactive, Online Test Preparation System for taking practice tests may be accessed on the Department of Human Resources website at: <http://hr.lacounty.gov>
Please click on "Job Info Center." In the section "Some helpful links," click on "Employment Test Preparation."
- You can also access practice tests for the computerized version of the test by going to the following website: <http://service.shl.com/shl-on-demand/candidates/index.php?action=showEntry&data=1444>

While these study guides will help in preparing for the test, we advise you to review ALL related materials that you deem necessary.

Vacancy Information

The resulting eligible register for this examination will be used to fill vacancies throughout the County of Los Angeles.

Eligibility Information

The names of the candidates receiving a passing grade in the examination will be placed on the eligible register in the order of their group for a period of twelve (12) months following the date of promulgation.

NO PERSON MAY COMPETE FOR THIS EXAMINATION MORE THAN ONCE EVERY 12 MONTHS.

Available Shift

Day

Job Opportunity Information

Restricted to permanent employees of the County of Los Angeles who have successfully completed their initial probationary period and meet the qualifying requirements.

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.

Application and Filing Information

APPLICATIONS MUST BE FILED ONLINE ONLY.

APPLICATIONS SUBMITTED BY U.S. MAIL, FAX OR IN PERSON WILL NOT BE ACCEPTED.

INSTRUCTIONS FOR FILING ONLINE:

Apply online by clicking the link that reads " APPLY TO JOB ". You can also track the status of your application using this system. We must receive your application by 5:00 pm, PST, on the last day of filing. Any required documents must be uploaded before the promulgation of the list. Note: If you are unable to attach required documents, you may fax them to (213) 380-3681 .

The acceptance of your application depends on whether you have clearly shown that you meet the SELECTION REQUIREMENTS. Fill out the application completely and correctly to receive full credit for any related education, training, and job experience you include. In the space

provided for education, include the names and addresses of schools attended, titles of courses completed, dates completed, and number of credits and/or certificates earned. If your application is incomplete, it may be rejected at any stage of the selection process. All information and records are subject to verification.

NOTE: Transcripts must indicate completion of the required course work.

SOCIAL SECURITY NUMBER:

All applicants MUST enter a valid social security number at the time of filing. Entering anything other than a valid social security (i.e. 000-00-0000, 111-11-1111, etc.) will result in an automatic rejection of your application.

COMPUTER AND INTERNET ACCESS AT PUBLIC LIBRARIES:

For candidates who may not have regular access to a computer or the internet, applications can be completed on computers at public libraries throughout Los Angeles County.

NO SHARING OF USER ID AND PASSWORD:

All applicants must file their application online using their OWN user ID and password. Using a family member or friend's user ID and password may erase a candidate's original application record.

Department Contact Name	Exam Analyst
Department Contact Phone	213-738-2084
Department Contact Email	edegua@hr.lacounty.gov or rlowery@hr.lacounty.gov
ADA Coordinator Phone	213-351-2951
Teletype Phone	800-899-4099
California Relay Services Phone	800-735-2922
Alternate TTY Phone	800-897-0077