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Bulletin Number 26495BR
Type of Recruitment Interdepartmental Promotional Opportunity
Department Human Resources Countywide Exams
Position Title ACCOUNTANT II
Exam Number R0647D
Filing Type Open Continuous
Filing Start Date 10/01/2013
Salary Type Monthly
Salary Minimum 3599.18
Salary Maximum 4714.18
Position/Program Information Performs 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.

Positions allocable to this class perform a full range of journey level professional accounting work under the general supervision of a higher level accounting supervisor or manager. Employees in this class work independently in general accounting and related fiscal management areas in accordance with Generally Accepted Accounting Principles (GAAP) and the Governmental Accounting Standards Board (GASB). Employees must have a professional knowledge of accounting and auditing concepts, principles and methods sufficient to work independently using conventional procedures and practices that apply to most situations encountered.

Essential Job Functions

- Performs a variety of staff, systems, and accounting assignments in connection with the overall operation of a complex accounting system.
- Reviews and performs a wide variety of accounting assignments occurring within the annual accounting cycle including the annual setup and maintenance of accounting records, the classification of revenue and expenditure transactions, journalizing accounting transactions, taking trial balances and preparing closing period adjustments.
- Interprets the accounting and other financial provisions of a variety of laws, regulations and standards, and recommends steps for their implementation.
- Conducts cost surveys, revenue analyses, and accounting systems and procedural studies, and writes reports of findings.
- Compiles, evaluates and reconciles complex operating statements, final accounting for construction and other projects, and claims for reimbursement from other government agencies or private contractors.
- Evaluates and reconciles complex operating systems for cost reporting and claims processing reimbursements from other government agencies.
- Prepares balance sheets, statements of revenue, fund balance statements, cost accounting reports, revenue and expenditure estimates, and other specialized financial reports.
- Compiles expenditure and revenue reports and prepares periodic

financial statements of federal and state grants for review.

- Performs routine audits of the financial records of grant operated agencies, business firms, charitable and nonprofit organizations, other governmental agencies, or private contractors; writes audit reports and makes recommendations.
- Coordinates audits with internal and external auditors and prepares supporting work papers and provides other assistance.
- Reviews audit reports and writes summaries of findings and recommendations. Presents audit findings to department management and monitors implementation of audit recommendations.
- Reviews and recommends improvements to internal controls or accounting practices. May serve as the department Internal Control Certification Program (ICCP) coordinator.
- Analyzes established cost accounting systems to determine if the bases and techniques provide realistic estimates of actual costs. Recommends modification of the cost bases and procedures used to improve their reliability.
- Serves as liaison with other County departments or governmental agencies concerning accounting matters.
- Participates in the installation of systems and procedures.
- Supervises a small supporting accounting technical and clerical staff.

Requirements

SELECTION REQUIREMENTS:

ACCOUNTING EDUCATION:

Completion of twenty-one (21) semester or thirty-two (32) quarter units of accounting in accredited* college or university including at least two courses in advanced accounting subjects such as auditing, cost accounting, or governmental accounting.; **AND**

EXPERIENCE:

OPTION I: One year of entry level accounting or auditing experience at the level of Los Angeles County's class of Accountant I**; **OR**

OPTION II: Two years of technical accounting experience at the level of Los Angeles County's class of Accounting Technician II***.

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.

**Special
Requirement
Information**

Experience at the level of Los Angeles County's class of Accountant I** is defined as performing a variety of entry level accounting assignments 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 Accounting Technician II*** is defined as supervising and performing paraprofessional accounting work in preparing, processing, reconciling and maintaining fiscal records requiring a substantive knowledge of County and general

accounting procedures under general supervision.

NOTE: In order to receive credit for the required units and course work, you **MUST** include a legible copy of official transcripts from the accredited* institution before promulgation.

OUT OF CLASS EXPERIENCE WILL BE ACCEPTED FOR THIS EXAMINATION, HOWEVER VERIFICATION OF EXPERIENCE LETTERS (VOEL) WILL NOT BE CONSIDERED. ALL INFORMATION INCLUDED IN THE APPLICATION MATERIAL, INCLUDING INFORMATION DESCRIBING OUT OF CLASS EXPERIENCE, WILL BE EVALUATED AT FACE VALUE TO DETERMINE QUALIFICATION. PLEASE NOTE THAT ALL INFORMATION INCLUDED IN THE APPLICATION MATERIALS 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.

APPLICANTS WHO ARE WITHIN SIX MONTHS OF MEETING THE MINIMUM REQUIREMENTS WHILE WORKING OUTSIDE OF THEIR CLASSIFICATION WILL NOT BE PLACED ON WITHHOLD STATUS. THEREFORE, THEIR APPLICATIONS WILL NOT BE ACCEPTED.

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:

A Written Test that consists of both computerized and paper-and-pencil components covering reading comprehension; data analysis and decision making/mathematics; written expression; deductive reasoning; professional potential; achievement; independence; influence; confidence and optimism; and reliability **weighted 100%** .

NOTE: Applicants that have taken identical written tests for other exams within the last twelve (12) months, will have their scores for the identical test part(s) automatically transferred to this examination.

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.

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.

NOTIFICATIONS (e.g. Notice of Written Test Admittance Letter, Notice of Non-Acceptance, etc.) will be sent VIA United States Postal Service (USPS).

APPLICANTS MUST ACHIEVE A PASSING SCORE OF 70% OR HIGHER 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.

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.

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.

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 number (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.

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.

Department Contact Name	Exam Analyst
Department Contact Phone	213-738-2084
Department Contact Email	edeguia@hr.lacounty.gov or dbatungbacal@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

Job Field

Finance and Accounting

Job Type

Administrative Support

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