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## Job details

Job 1 of 1

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The Office of the District Attorney is seeking a highly motivated and experienced individual to manage the Accounting Section in the Bureau of Administrative Services. This position is responsible for managing and directing the accounting activities in the cost, revenue, accounts payable, trust, general accounting, and internal control units.

**Requirements** **ACCEPTING RESUMES FROM:**

Only permanent employees of the Los Angeles County who have completed accounting courses in an accredited college equivalent to 21 semester units or 32 quarter units, including at least two courses in cost accounting, governmental accounting, or auditing -AND- Three years' responsible supervisory accounting experience as an Accounting Officer I or higher. Interested employees should submit a resume detailing relevant work experience, copies of the last two performance evaluations, and copies of your master time records for the last two years.

**DO NOT APPLY DIRECTLY TO THIS BULLETIN. PLEASE SUBMIT THE REQUESTED DOCUMENTS TO:**

Norbert Ruiz, Chief  
 District Attorney's Office  
 Bureau of Administrative Services  
 Budget and Fiscal Services Division  
 201 North Figueroa Street, Suite 1300  
 Los Angeles, CA 90012  
 P: (213) 202-7655  
 F: (213) 202-6086  
 E-mail: nruiz@da.lacounty.gov

**NO LATER THAN: TUESDAY, MARCH 13, 2012****Desirable Qualifications**

- Excellent interpersonal and organizational skills.
- Strong verbal and written communication skills.
- Strong working knowledge of computing programs (e.g., Access, Excel, Word, etc.).
- Thorough knowledge of and experience in the County accounting process.
- Experience and knowledge of the principles of supervision and performance evaluation.
- Experience and knowledge of directing staff to complete accounting tasks in cost, revenue, accounts payable, and trust accounting.
- Working knowledge of the County Fiscal Manual.

- Ability to analyze and recommend solutions to a variety of financial accounting issues.
- Ability to work effectively on multiple tasks under the pressure of deadlines despite frequent interruptions.
- Ability to interact effectively with all levels of departmental staff, the public, and other agencies.

**Contact Name** Norbert Ruiz  
**Contact Phone** (213) 202-7655  
**Contact Email** nruiz@da.lacounty.gov  
**Job Field** Finance and Accounting  
**Job Type** Administrative Support

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