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Job details

Job 1 of 1

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Coordinates the work of subordinate accounting, financial, and other activities with other divisions, departments, and clientele. Acts as immediate overall assistant to a higher level fiscal officer.

Advises and consults with management concerning the accounting and financial implications of existing and projected departmental operations.

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.

Has major non-accounting financial responsibility involving supervision of an active program, making recommendations, preparation of highly technical financial analyses and projections, and/or administration of revenue producing agreements.

Has major substantive responsibility for the formulation, analysis, and negotiation of departmental operating and program budgets.

Requirements**Selection Requirements:**

	<p>Option I: Completion of 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 professional accounting or auditing experience at the level of Intermediate Accountant-Auditor**, Accountant III**, Accounting Systems Analyst I****, or higher in the service of Los Angeles County***** -OR-</p>
Physical Class	<p>Option II: Completion of accounting courses in an accredited* college equivalent to 21 semester units or 32 quarter units and two years' responsible supervisory accounting experience at the level of Accounting Officer I**** or higher in the service of Los Angeles County*****.</p> <p>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.</p>
Special Requirement Information	<p>** In the service of Los Angeles County at the level of Intermediate Accountant-Auditor is defined as conducting management, performance, financial, and compliance audits and other studies of County departments and contract providers.</p>
	<p>***In the service of Los Angeles County at the level of Accountant III is defined as performing responsible and highly complex professional accounting and auditing work in the preparation, analysis, review, maintenance, reconciliation and control of financial records and fiscal revenue and expenditures forecasting .</p>
	<p>****In the service of Los Angeles County at the level of Accounting Systems Analyst I is defined as performing professional accounting systems analysis work in connection with the internal audit, development, evaluation, and review of large-scale and complex fiscal control systems for State and Federally financed welfare and other programs.</p>
	<p>*****In the service of Los Angeles County at the level of Accounting Office I is defined as performing professional accounting work and directing 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.</p>
	<p>*****In the service of Los Angeles County is defined as ONLY experience gained within a Los Angeles County department will be accepted.</p>
	<p>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 by the last day of filing. However, the names of such employees will be withheld from the certification list until the required experience is fully met.</p>
	<p>Verification of Experience: Experience gained in a position performing similar kinds of work which provides the knowledge, skills, and abilities required for the higher level or different classification will be accepted. Experience claimed will be verified and evaluated to determine if the type, level or length of experience is qualifying. Applicants must supply sufficient information for this evaluation to be made. Applicants claiming such experience in County service must present, at time of filing, written proof of this experience in a Verification of Experience Letter (VOE) approved by their Departmental Human Resources Manager or authorized representative. Credit will be given for out-of-class experience to meet the selection requirements only.</p>
	<p>Transcripts: In order to receive credit for any college course work, or</p>

	<p>any type of college degree, such as a Bachelor, or Masters degree, you must include a legible copy of the official diploma (major in Accounting) or a copy of the official transcripts (showing the completion of required accounting courses and units), or official letter from the accredited institution which shows the area of specialization, or official certificates with your application by the last day of filing.</p>
Accreditation Information	<p>*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 <u>American Universities and Colleges</u> and <u>International Handbook of Universities</u> 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 <u>The National Association of Credential Evaluation Services</u> or the Association of International Credential Evaluators, Inc. (AICE).</p>
Examination Content	<p>This examination will consist of two parts:</p> <p>Part I: An evaluation of experience based upon application information weighted 50%, and</p> <p>Part II: An Appraisal of Promotability weighted 50%. The Appraisal of Promotability is designed to measure knowledge and skills, verbal and written communication skills, adaptability and dependability, interpersonal and public relations skills, problem solving skills, and leadership and supervision skills.</p> <p>Candidates must achieve a passing score of 70% or higher on each weighted part of the examination in order to be placed on the eligible list.</p>
Vacancy Information	<p>The resulting eligible list for this examination will be used to fill vacancies in the Financial services Bureau, Los Angeles County Department of Mental Health.</p>
Eligibility Information	<p>The names of candidates receiving a passing grade in the examination will be placed on the eligible list in the order of their score group for a period of twelve (12) months following the date of promulgation.</p>
Available Shift	<p>Day</p>
Job Opportunity Information	<p>Restricted to permanent employees of the County of Los Angeles who have successfully completed their initial probationary period and meet the qualifying requirements. Applicants must indicate their department name on the employment application.</p>
Application and Filing Information	<p>APPLICATIONS MUST BE FILED ON-LINE ONLY. APPLICATIONS SUBMITTED BY U.S.MAIL, FAX OR IN PERSON WILL NOT BE ACCEPTED.</p> <p>Fill out your application completely. Provide any relevant training and experience in the spaces provided so we can evaluate your qualifications for the job.</p> <p>All information is subject to verification. We may reject your application at any time during the selection process.</p> <p>INSTRUCTIONS FOR FILING ONLINE: Apply online by clicking on the link above this bulletin that reads, "Apply to Job" so you can apply online and track the status of your application and get notified of your progress by email.</p> <p>We must receive your application by 5:00 pm, PST, on the last day of filing.</p> <p>Note: If you are unable to attach required documents, you may fax them</p>

to (213) 637-5892 within five (5) days of filing. Please include exam number and exam title.

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

Francis Man

Department Contact Phone

(213) 637-0793

Department Contact Email

fman@dmh.lacounty.gov

ADA Coordinator Phone

(213) 738-2823

Teletype Phone

(800) 735-2922

California Relay Services Phone

(800) 735-2922

Job Field

Finance and Accounting

Job Type

Officials and Administrators

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