CALIFORNIA STATE TREASURER’S OFFICE

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

ACCOUNTING OFFICER (SPECIALIST)
DEPARTMENTAL - PROMOTIONAL

It is an objective of the State of California to achieve a drug-free workplace. An applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

DEPARTMENTAL FOR:
State Treasurer’s Office
CA Alternative Energy & Advanced Transportation Financing Authority
CA Debt & Investment Advisory Commission
CA Debt Limit Allocation Committee
CA Educational Facilities Authority
CA Health Facilities Financing Authority
CA Pollution Control Financing Authority
CA School Finance Authority
CA Tax Credit Allocation Committee
Scholarshare Investment Board

FINAL FILING DATE: APRIL 3, 2015
Applications (Form 678) must be POSTMARKED by the U.S. Post Office no later than the final filing date. Applications postmarked, personally delivered after 5:00 p.m., or received via interagency mail after the final filing date will not be accepted for any reason.

Applications may be filed in person or by mail with the:
State Treasurer’s Office
915 Capitol Mall, Room 538
Sacramento, CA  95814
Attn: Testing Office
(916) 653-3100

DO NOT SUBMIT APPLICATIONS TO CALHR.

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Application for Examination". You will be contacted to make specific arrangements.

NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

It is anticipated that interviews will be held during:
April/May 2015

SALARY RANGE: $3918 - $4906

COMPETITION LIMITED TO STATE EMPLOYEES
Applicants must have a permanent civil service appointment with the department listed above as of the final filing date, in order to participate in this examination; or (1) a current or former employee of the Legislature for two or more years as defined in Government Code § 18990; or (2) a current or former non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code § 18992; or (3) a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorable discharged from active duty as defined in Government Code § 18991.

EMPLOYMENT REQUIREMENTS
Prior to appointment, persons successful in this exam will be required to undergo a background investigation, which includes but may not be limited to, fingerprinting and disclosure of criminal records.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION:
(NOTE: All applicants must meet the education and/or experience requirements for this examination by the final filing date.)

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as “Either I” Or “II” Or “III” etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I and additional experience amounting to 50% of the required time of Pattern II may be admitted to the examination as meeting 100% of the overall experience requirement.

EXPERIENCE:

EITHER I
One year of experience in the California state service performing professional accounting or auditing duties of a class with a level of responsibility not less than that of Accountant Trainee or Auditor I. (Applicants meeting the educational requirements who have completed six months of service performing professional accounting or auditing duties of a class with a level of responsibility not less than that of Accountant Trainee or Auditor I will be admitted to the examination, but they must satisfactorily complete one year of this experience before they can be considered eligible for appointment.)

OR II
One year in the California state service performing the duties of an Accountant I (Specialist) or Accountant I (Supervisor). Applicants meeting the educational requirements who have completed six months of service performing the duties of an Accountant I (Specialist) or Accountant I (Supervisor) will be admitted to the examination, but they must satisfactorily complete one year of this experience before they can be considered eligible for appointment. AND

Education: (see below).

OR III
Two years of increasingly responsible professional accounting or auditing experience. (Experience in the California state service applied toward this requirement must include at least one year performing the duties of a class at a level of responsibility not less than that of Accountant I.) (Experience in the California state service may be applied toward the total experience requirement on a proportional basis.) AND

EDUCATION:

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION
1. Equivalent to graduation from college, with specialization in accounting. (Registration as a Senior Student in a recognized institution will admit applicants to the examination, but they must produce evidence of successful completion of the curriculum and the prescribed courses before they may be considered eligible for appointment.) 

OR

2. Completion of a prescribed professional accounting curriculum given by a residence or correspondence school of accountancy, including courses in elementary and advanced accounting, auditing, cost accounting and business law.

OR

3. Completion of the equivalent of 19 semester hours of course work; 16 hours of which shall be professional accounting courses given by a collegiate-grade residence institution, including courses in elementary and advanced accounting, auditing, and cost accounting; and three semester hours of business law. (Persons who will complete work requirements outlined under II and III above during the current quarter or semester will be admitted to the examination, but they must produce evidence of successful completion of the curriculum and the prescribed courses before they may be considered eligible for appointment.)

Note: Applications must contain the following information on all accounting, auditing, business law and related courses completed: Title; semester or quarter credits; name of institution; and completion date.

Special Personal Characteristics: Ability to qualify for a fidelity bond.

THE POSITION:
This is the first journey-person level for the series. Incumbents, under general supervision from a Senior Accounting Officer or an Accounting Administrator, perform professional accounting duties of average difficulty in the establishment and maintenance of accounts and financial records for agency activities, such as maintain accounting records for funds administered by the department; prepare, review and analyze financial reports, statements, accounts and records; maintain the General Ledgers; reconcile the General Ledger to SCO; review expenditures against allotments. Incumbents may exercise moderate control in the administration of established policies and procedures, and may have on-going contacts with program managers, control agencies, local governmental jurisdictions, Federal Government, vendors, and members of the public. Incumbents in this class have no supervisory responsibilities, but may serve as a lead for Accountant Trainees, accounting clerical and semiprofessional personnel.

EXAMINATION INFORMATION
This examination will consist of a qualifications appraisal interview. This interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview. COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.

Qualifications Appraisal - Weighted 100.00%

Scope:
A: Knowledge of:
1. Accounting principles and procedures;
2. Governmental accounting and budgeting;
3. The uniform accounting system and financial organization and procedures of the State of California and related rules, regulations, and precedents;
4. Principles of business management, including office methods and procedures;
5. Principles of public finance;

B: Ability to:
1. Apply accounting principles and procedures;
2. Analyze data and draw sound conclusions;
3. Analyze situations accurately and adopt an effective course of action;
4. Prepare clear, complete, and concise reports;
5. Make sound decisions and recommendations in regard to the professional accounting problems in maintaining control of a departmental budget;
6. Establish and maintain cooperative relations with those contacted in the work;
7. Communicate effectively.

ELIGIBLE LIST INFORMATION
A departmental promotional eligible list will be established for the department listed above. The list will be abolished 12 months after it is established unless the conditions of the list warrant a change in this period.

Veterans Preference points are not granted in promotional examinations.