

**\*\*\*This is only a preview of the examination questions. To take the actual examination, please go back to the official bulletin, and click the examination link.\*\*\***

## **Accountant I (Specialist)**

### **Servicewide**

### **Qualifications Assessment**

The California civil service selection system is merit-based, and eligibility for appointment is established through a formal examination process. The servicewide Accountant I (Specialist) examination consists of a Qualifications Assessment used to evaluate your education, training, and experience.

This Qualifications Assessment is a scored component accounting for 100% of your rating in this examination. It is important to complete the questionnaire carefully and accurately. Your responses are subject to verification before appointment to a position.

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## **Section 1: Tasks**

### **Instructions:**

Using the rating scale(s) provided below, you will rate your knowledge and experience performing specific job-related tasks.

Respond to each of the following statements by indicating how the statement applies to you. You are required to respond to every statement by marking one option from the scale(s) provided.

In responding to each statement, you may refer to your FORMAL EDUCATION, FORMAL TRAINING COURSES, and/or WORK EXPERIENCE whether paid or volunteer.

For questions 1 - 11 indicate:

### **Knowledge Level**

#### **Knowledge related to performing this action:**

- **Extensive knowledge**-I possess an expert knowledge level to the extent that I could effectively perform this task in the most difficult and complex situations, and I could instruct others on specific aspects of this task.
- **Substantial knowledge**-I possess an advanced knowledge level to the extent that I could effectively perform this task under the majority of circumstances or situations encountered.
- **Moderate knowledge**-I possess a sufficient knowledge level that would allow me to perform this task successfully.
- **Limited knowledge**-I have some knowledge of how to perform this task, but may require additional instruction to apply my knowledge effectively.
- **No knowledge**-I have no knowledge of how to perform this task or what it may entail.

### **Years of experience**

#### **I have performed this action for:**

- **More than 3 years**
- **More than 2 years and up to 3 years**
- **More than 1 year and up to 2 years**
- **More than 6 months and up to 1 year**
- **0 to 6 months**

1. Creating tables of accounts to track progress and keep accurate records using spreadsheet and/or database software.
2. Checking figures, postings, and documents for correct entry, mathematical accuracy, and proper coding to maintain accurate information.
3. Analyzing and evaluating numerical and financial data to compile and keep financial records.
4. Performing mathematical computations (e.g., addition, subtraction, multiplication, division) to reconcile and verify account balances.
5. Assisting in the performance of reconciliations and adjustments of financial records and reports to determine accuracy.
6. Providing accounting solutions to meet customer business needs.
7. Writing letters, memoranda, and other correspondence using a word processor or other electronic means for the purpose of communicating with internal and external stakeholders.
8. Reading and interpreting policy manuals, legislative guidelines, or other written materials to determine relevant facts.
9. Conducting research using the Internet and databases to collect information.
10. Analyzing receipts, expenditures, and encumbrances to ensure accuracy.
11. Processing checks, payments, and accompanying documents in accordance with established procedures to meet daily deadlines and productivity measures.

## **Section 2: Knowledge and Abilities**

### **Instructions:**

Using the rating scale(s) provided below, you will rate your experience applying specific job-related knowledge and abilities.

Respond to each of the following statements by indicating how the statement applies to you. You are required to respond to every statement by marking one option from the scale(s) provided.

In responding to each statement, you may refer to your FORMAL EDUCATION, FORMAL TRAINING COURSES, and/or WORK EXPERIENCE whether paid or volunteer.

For questions 12 - 21 indicate:

### **Experience applying this knowledge or ability:**

- **Extensive Education, Training, and/or Experience** - I have extensive education, training, and/or experience using and/or applying this knowledge or ability. I could

effectively apply this knowledge or ability to the most difficult and complex situations, and I could instruct others on the specific aspects of this knowledge or ability.

- **Substantial Education, Training, and/or Experience** - I have substantial education, training, and/or experience using and/or applying this knowledge or ability. I could effectively apply this knowledge or ability to many circumstances or situations.
- **Moderate Education, Training, and/or Experience** - I have moderate education, training, and/or experience using and/or applying this knowledge or ability.
- **Minimal Education, Training, and/or Experience** - I have minimal education, training, and/or experience using and/or applying this knowledge or ability.
- **No Education, Training, and/or Experience** - I have no education, training, and/or experience relevant to this knowledge or ability.

12. Basic knowledge of the principles and practices of financial record keeping to conduct audits and perform accounting functions.
13. Ability to apply accounting principles and procedures to work assignments.
14. Ability to analyze data and draw logical conclusions to accurately process, provide, and implement accounting information.
15. Ability to audit accounting information and verify its accuracy.
16. Ability to use accounting database and spreadsheet software to input, organize, track, and retrieve data.
17. Knowledge of computer software programs (e.g., Outlook, Excel, Power Point, Word) to facilitate accounting operations.
18. Knowledge of internal control procedures to protect and safeguard organizational assets and resources.
19. Knowledge of debits and credits of accounts to ensure correct payments and receipts are recorded.
20. Ability to conduct basic research using databases, files, reference manuals, and other sources to perform accounting functions.
21. Ability to identify appropriate resources for answering inquiries.
22. Ability to analyze situations accurately and adopt an effective course of action.
23. Ability to solve accounting problems related to work assignments.
24. Ability to use organizational filing systems to track accounting information.
25. Ability to write clear and concise documents to communicate with internal and external stakeholders using correct grammar and spelling.
26. Knowledge of the principles and processes for providing customer services (e.g., evaluation of customer needs and satisfaction, service assessment, meeting quality standards for services).
27. Ability to use tact and diplomacy to establish and maintain cooperative relationships when dealing with the needs, problems, and/or concerns of employees, the public, and/or outside organizations.
28. Ability to work on multiple tasks concurrently to ensure timely completion of projects and other work activities.

- 29. Ability to prioritize assigned work to complete assignments on a timely basis.
- 30. Ability to be flexible in adapting to changes in priorities, assignments, and other interruptions.
- 31. Ability to work as part of a team to accomplish common goals.