



Accountant I (Specialist)

Exam Code: 0PB31

Department(s): State of California
Opening Date: 3/29/2011
Final Filing Date: Continuous
Type of Examination: Service-wide, Open

CLASSIFICATION DETAILS

Accountant I (Specialist) – \$3,000.00 - \$3,757.00 per Month

Who Should Apply:

Applicants who meet the minimum qualifications as stated on this bulletin may apply for and take this Training and Experience Evaluation at any time.

Once you have taken the Training and Experience Evaluation, you may not retake it for **six (6) months**.

How to Apply:

The link to connect to the Training and Experience Evaluation is located farther down on this bulletin in the “Taking the Exam” section.

MINIMUM QUALIFICATIONS

All applicants must meet the education and/or experience requirements as stated on this exam bulletin to be accepted into the examination. Part-time or full-time jobs, regardless of whether paid or volunteer positions, and inside or outside California state service will count towards experience.

Accountant I (Specialist)

Experience: One year of bookkeeping or accounting experience performing duties comparable in level to those of an Accounting Technician in the California state service.
and

Education: Completion of at least 12 semester hours of a professional accounting curriculum.

POSITION DESCRIPTION

Accountant I (Specialist)

Under direct supervision, to perform the more difficult semi- professional accounting work in the establishment and maintenance of accounts and records for specialized agency activities, departmental systems, and for central fiscal control activities; maintenance of a segment of an accounting function for a State department (e.g., accounts receivable, accounts payable, cash disbursements); and to do other related work.

EXAMINATION SCOPE

This examination consists of the following components:

Training and Experience Evaluation – Weighted 100%.

A final score of 70% must be attained to be placed on the eligible list.

In addition to evaluating the applicant's relative knowledge, skill, and ability as demonstrated by quality and breadth of education/experience, emphasis in each test component will be on measuring competitively, relative job demands, each applicant's:

Knowledge of:

1. Principles and practices of financial record keeping to conduct audits and perform accounting functions.
2. Computer software programs (e.g., Outlook, Excel, Power Point, Word) to facilitate accounting operations.
3. Internal control procedures to protect and safeguard organizational assets and resources.
4. Debits and credits of accounts to ensure correct payments and receipts are recorded.
5. Principles and processes for providing customer services (e.g., evaluation of customer needs and satisfaction, service assessment, meeting quality standards for services).

Ability to:

1. Apply accounting principles and procedures to work assignments.
2. Analyze data and draw logical conclusions to accurately process, provide, and implement accounting information.
3. Audit accounting information and verify its accuracy.
4. Use accounting database and spreadsheet software to input, organize, track, and

- retrieve data.
5. Conduct basic research using databases, files, reference manuals, and other sources to perform accounting functions.
 6. Identify appropriate resources for answering inquiries.
 7. Analyze situations accurately and adopt an effective course of action.
 8. Solve accounting problems related to work assignments.
 9. Perform basic mathematical computations using addition, subtraction, multiplication, division, and averages to solve problems.
 10. Use organizational filing systems to track accounting information.
 11. Write clear and concise documents to communicate with internal/external stakeholders using correct grammar and spelling.
 12. 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.
 13. Work on multiple tasks concurrently to ensure timely completion of projects and other work activities.
 14. Prioritize assigned work to complete assignments on a timely basis.

ELIGIBLE LIST INFORMATION

A service-wide, open eligible list for the Accountant I (Specialist) Classification will be established for:

State of California (all State of California departments, statewide)

The names of successful competitors will be merged onto the eligible list in order of final score regardless of test date. Eligibility expires twelve (12) months after it is established. Applicants must then retake the examination to reestablish eligibility.

Veterans' Preference will be granted for this examination. In accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, widow, or widower of a veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligibility list.

Veteran status is verified by the California Department of Human Resources (CalHR). Information on this program and the Veterans' Preference Application Form (Std. 1093) is available [online](#). Additional information on veteran benefits is available at the Department of Veterans Affairs.

Career Credits are not granted for examination(s) administered on an Open basis or Promotional basis.

EXAMINATION INFORMATION

[Examination Questions Review](#)

PREPARING FOR THE EXAMINATION

Here is a list of suggested resources to have available prior to taking the exam.

Employment History: Employment dates, job titles, organization names and addresses, names of supervisors or persons who can verify your job responsibilities, and phone numbers of persons listed above.

Education: School names and addresses, degrees earned, dates attended, courses taken (verifiable on a transcript), person or office who can verify education and phone number of person listed above.

Training: Class titles, certifications received, name of person who can verify your training and their contact information.

TAKING THE EXAM

Take the online [Training and Experience Evaluation](#) for the Accountant I (Specialist) classification.

TESTING DEPARTMENTS

State of California (all State of California departments)

CONTACT INFORMATION

Questions regarding this examination should be directed to:

California Department of Human Resources
CalCareer Service Center
1810 16th Street
Sacramento, CA 95814
Phone: (866) 844-8671
CalCareer@CalHR.CA.GOV

California Relay Service: 7-1-1 (TTY and voice)

TTY is a Telecommunications Device for the Deaf, and is reachable only from phones equipped with a TTY Device.

EQUAL OPPORTUNITY EMPLOYER

The State of California is an equal opportunity employer that actively pursues and hires a diverse workforce. All qualified applicants will receive consideration for employment without regard to age, ancestry, color, disability (mental or physical), gender identity or expression, genetic information, marital status, medical condition, military veteran status, national origin, political affiliation, pregnancy, race, religion or creed, sex, sexual orientation, or any other factor that is not related to the job.

DRUG FREE STATEMENT

It is an objective of the State of California to achieve a drug-free State work place. Any 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.

GENERAL INFORMATION

Examination and/or Employment Application (STD 678) forms are available at the California Department of Human Resources, local offices of the Employment Development Department, and through your CalCareer Account (www.CalCareers.ca.gov).

If you meet the requirements stated on this examination bulletin, you may take this competitive examination. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described in this bulletin will be rated against a predetermined job-related rating, and all applicants who pass will be ranked according to their scores.

California Department of Human Resources (CalHR) reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all applicants will be notified.

General Qualifications: Applicants must possess essential personal qualifications including integrity, initiative, dependability, good judgment, the ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be

made of employment records and personal history and fingerprinting may be required.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, and 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.