

Accountant Trainee

Limited Examination and Appointment Program

Training and Experience Evaluation

The California civil service selection system is merit-based and eligibility for appointment is established through a formal examination process. The Limited Examination and Appointment Program (LEAP) Accountant Trainee examination consists of a Training and Experience examination used to evaluate your education, training and experience.

This training and experience examination 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.

Section 1: Personal Characteristics

Instructions:

Respond to each of the following statements by indicating how your current or most recent supervisor would rate you on the following characteristics. You are required to respond to every statement by marking one option from the scale(s) provided.

PERSONAL CHARACTERISTICS SCALE

- Excellent
- Good
- Satisfactory
- Needs Improvement

- 1** Punctuality - always keeping to arranged times; such as appointments, meetings, and work shift
- 2** Dependability - capable of being relied on; trustworthy
- 3** Works independently – willingness to take initiative; not reliant/dependent upon others to complete assignments
- 4** Follows directions/instructions – includes verbal and written directives
- 5** Attendance – consistency in being present at the workplace
- 6** Relationships with others – ability to collaborate and communicate in a professional, respectful manner with others in a work environment
- 7** Flexibility in job assignments – ability to adapt to changing conditions within a work environment
- 8** Completes assignments – work completed meets expected standards
- 9** Meets deadlines – completes work in adherence within project and/or assignment timelines
- 10** Prioritizes work – determines precedence amongst conflicting assignments

PERSONAL CHARACTERISTICS SCALE

- Excellent
- Good
- Satisfactory
- Needs Improvement

- 11** Maintain confidentiality – adheres to department/organizational policies and/or protocol when handling sensitive, private, and or restricted information
- 12** Maintain professional ethics – adheres to the principles of conduct governing a particular profession

Section 2: Tasks

Instructions:

Using the rating scale(s) provided below, you will rate your 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.

TASK SCALE

Knowledge related to performing this task:

- **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.

ACCOUNTING

- 13** Reconciling financial accounts to ensure accurate postings to general ledger accounts.
- 14** Preparing accruals by coding and inputting outstanding invoices and estimates to reflect expenditures and receipts.

TASK SCALE

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- 15 Reviewing accounting records and other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards.
- 16 Maintaining records and support documentation for accountability.
- 17 Preparing and/or posting journal entries to record transactions and adjust general ledger accounts.
- 18 Auditing and processing vendor invoices to ensure payments/receipts are made accurately and in a timely manner.
- 19 Establishing and maintaining electronic and manual recordkeeping systems to monitor and track accounting activity.
- 20 Auditing contract and purchase order invoices for completeness by determining balance and payment approval, necessary documentation, and receiving reports.
- 21 Reviewing accounting reports to verify availability of funds, identify abnormal balances, and monitor obligations and expenditures to ensure accuracy of accounting records and compliance with rules and regulations.

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ADMINISTRATION AND SUPPORT

22 Using computer systems and/or applications to access, create, edit, print, send, retrieve, or manipulate data, files or other information.

23 Developing and maintaining desk procedures to provide guidance and compliance with departmental rules and regulations in carrying out work assignments.

RESEARCH AND ANALYSIS

24 Analyzing and reviewing source documents to determine appropriate accounting transactions.

25 Analyzing financial records to identify and resolve discrepancies and balance accounting systems and financial records.

26 Researching inquiries and providing responses regarding accounting activity.

27 Researching and analyzing accounts to provide information to internal and external customers using accounting systems.

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- 28 Organizing and compiling data and information into reports.
- 29 Performing research, analysis and reconciliation of records to determine corrections or adjustments to the postings.

COMMUNICATION/CORRESPONDENCE

- 30 Responding to daily telephone and email inquiries to provide information and answer questions for internal and external customers.
- 31 Providing information to management regarding accounting issues to assist management in decision making.
- 32 Collaborating with other team members to meet project and work requirements.
- 33 Communicating with internal and external customers over the phone and/or in writing to verify payments/collections, resolve disputes, and provide invoice/receipt status.

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ACCOUNTING PRINCIPLES

- 34 General knowledge of accounting principles and theories to perform accounting functions.
- 35 General knowledge of governmental accounting and budgeting processes.
- 36 General knowledge of Generally Accepted Accounting Principles (GAAP).
- 37 Ability to apply accounting principles and theories to accurately perform accounting functions.
- 38 Knowledge of internal control procedures to protect and safeguard departmental assets and resources.

COMPUTER AND EQUIPMENT

- 39 Ability to use a personal computer to input data, access information, and/or create materials and documents using a variety of software applications.
- 40 Ability to use electronic mail software and applications to communicate with various audiences.

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41 Ability to use database software to input, organize, track, and retrieve data.

42 Ability to use spreadsheet software to compile, compute, organize, and present tables, graphs, and charts for use in reports and other tracking activities.

43 Ability to conduct online research and obtain information related to departmental policies, procedures, and resources.

44 Ability to use word processing software to prepare reports, memos, correspondence, and other job-related documents and materials.