



Accounting Technician

Class Code: 1741 – Exam Code: 3PB04

Departments: California Air Resources Board
California Coastal Commission
California Department of Human Resources
California Department of Public Health
California Energy Commission
California Governor’s Office of Emergency Services
California Highway Patrol
California Prison Industry Authority
California State Lottery
California State Library
Department of Business Oversight
Department of Child Support Services
Department of Consumer Affairs
Department of Education
Department of Fish and Wildlife
Department of Food and Agriculture
Department of Forestry and Fire Protection
Department of Health Care Services
Department of Housing and Community Development
Department of Insurance
Department of Industrial Relations
Department of Motor Vehicles
Department of Parks and Recreation
Department of Pesticide Regulation
Department of Resources Recycling and Recovery
Department of State Hospitals
Department of Toxic Substances Control
Department of Veterans Affairs
Employment Development Department
Franchise Tax Board
Government Operations Agency
Public Utilities Commission
State Compensation Insurance Fund
State Lands Commission
State Personnel Board

Final Filing Date: Cut off dates will be scheduled periodically.
Type of Examination: Multi-departmental open
Salary: Range A: \$2,868.00 - \$3,593.00
Range L: \$2,868.00 - \$3,593.00

EQUAL EMPLOYMENT OPPORTUNITY

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.

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.

WHO SHOULD APPLY?

Applicants who meet the Minimum Qualifications as stated on this bulletin may apply for and take this Accounting Technician examination.

Once you have taken the Accounting Technician Examination, you may not retake it for 12 months.

SPECIAL TESTING ARRANGEMENTS

If you have a disability and/or need special testing arrangements, you will be able to request a reasonable accommodation during the filing and self-scheduling process. If you have questions, please contact:

California Department of Human Resources Selection Division
1-866-844-8671
California Relay Service (7-1-1)
Telecommunications Device for the Deaf (TTY) (916) 654-6336

TTY is a telecommunications device that is reachable only from phones equipped with a TTY device.

ELIGIBLE LIST INFORMATION

An eligible list will be established by the California Department of Human Resources for use by departments that are listed at the top of this bulletin. The names of successful competitors will be merged onto the eligible list in order of final score regardless of test date. Eligibility expires twenty-four (24) months after it is established. Competitors must then retake the Written

Examination to reestablish eligibility.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

NOTE: All applicants must meet the education and/or experience requirements as stated on this examination bulletin as of the date the test is taken.

MINIMUM QUALIFICATIONS

Experience: Two years of experience in keeping or reviewing accounting or fiscal records, or three years of general clerical experience.

And

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

(Additional experience in keeping or reviewing accounting or fiscal records may be substituted for the required education on the basis of one year of experience for six semester hours of accounting training.)

(Completion of a professional accounting curriculum comprising at least 16 semester hours in accounting, given by a recognized residence or correspondence school may be substituted for the required education and experience.)

POSITION DESCRIPTION

Definition:

Under close supervision, to perform semiprofessional accounting work in the maintenance of fiscal records (including payroll, petty cash, cash collection, and claims processing); may instruct, lead or supervise inmates, wards or resident workers; and to do other related work.

Tasks:

Maintains bookkeeping and accounting control records; makes journal entries; posts to general ledger and subsidiary ledgers; makes the more difficult adjusting entries required in correcting tax computation errors and other discrepancies; closes and balances accounts; compiles data for budget preparation purposes; prepares financial statements, reports, and documents; prepares correspondence; researches original input documents to trace, identify and correct errors; prepares input documents to correct errors; maintains control of account codes and expenditure authorizations; checks allotments to see how much money has been encumbered by program; receives contracts where the department is entering into agreement to pay for specific services; posts amendments to contracts; receives, reviews and processes claims for payment in accordance with contract stipulations; maintains estimate and claims filed registers; maintains revolving fund ledger cards; processes revolving fund checks for salary and travel advances.

EXAMINATION INFORMATION

WRITTEN TEST – Weighted 100%

The examination will consist solely of a written, multiple choice test that is, weighted 100%. To obtain a position on the eligible list, a minimum score of 70% must be achieved. An applicant will receive his/her score upon completion of the process.

The written test is designed to evaluate a candidate's knowledge in the areas of (1) Accounting Principles, (2) Quantitative and Research Analysis, and (3) Account Accuracy.

This examination will allow use of calculators issued to the candidates on the day of the examination by the California Department of Human Resources. The use of a candidate's personal calculator will not be permitted.

KNOWLEDGE AND ABILITIES

The examination and hiring interview may evaluate the following areas:

Knowledge of:

- Principles and practices of financial record keeping.
- Basic principles of accounting.
- Governmental accounting principles and procedures.

Ability to:

- Express ideas and give instructions effectively.
- Operate common office appliances used in financial and record-keeping work and make arithmetical computations rapidly and accurately.
- Apply rules and regulations to specific cases.
- Analyze data and draw logical conclusions.

VETERANS' PREFERENCE

Veterans' Preference will be granted for this examination. Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, widow or widower of a veteran, or spouse of a 100 percent-disabled veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligibility list. This section shall not apply to any veteran who has been dishonorably discharged or released.

CAREER CREDITS

Career Credits **will not** be added to the final score for this exam, because it does not meet the requirements to qualify for Career Credits.

CONTACT INFORMATION

If you have any questions concerning this announcement, please contact:

The California Department of Human Resources Selection Division

1515 S Street, North Building, Suite 400

Sacramento, CA 95811-7258

1-866 844-8671

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GENERAL INFORMATION

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

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

Candidates needing special testing arrangements due to a disability must mark the appropriate box on the application and contact the testing department.

Hiring Interview Scope: In a hiring interview, in addition to the scope described in this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight may be given to the breadth and recency of pertinent experience, and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs, his/her plans for self-development, and the progress he/she has made in his/her efforts toward self-development. For more information, you may refer to the [Accounting Technician class specification](#).

General Qualifications: Candidates 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.

Veterans' Preference: Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, Veterans' Preference will be awarded as follows: 1) Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference. 2) An entrance examination is defined, under the law, as any open competitive examination. And 3) Veterans' Preference is not granted once a person achieves permanent civil service status.

Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (Std. Form 1093), which is available at <https://jobs.ca.gov/Public/Jobs/Veterans.aspx>, and the Department of Veterans Affairs.

Bulletin Revision Date: 11/14/2017

FILING INSTRUCTIONS

PLEASE SEE BELOW FOR SELF-SCHEDULING DATE

TAKING THE EXAM

You must schedule yourself to participate in this written examination. Self-scheduling for this examination is offered on a first-come-first-served basis for each written exam date. Although seating is limited and scheduling will conclude once all the available seats are filled for a specific written exam date, additional self-scheduling dates and test locations will be posted in the future.

If you fail to appear for the examination as scheduled, you will not be able to reapply/reschedule for 6 weeks.

PLEASE NOTE: If self-scheduling dates were available, they would be posted directly below. On the appointed self-scheduling date, you would be able to click the link below for scheduling to take this exam.

Self-Scheduling Opens

Written Examination Date

Location

Test dates are posted here as needs warrant. Please check this area periodically for open testing.

[Link to schedule for taking the Accounting Technician written examination](#)

Please note: If you have a disability and need special testing arrangements, please select the Reasonable Accommodation box during the self-scheduling process.

