



CALIFORNIA STATE CONTROLLER'S OFFICE
Departmental Promotional Spot- Sacramento Examination
ACCOUNTING ADMINISTRATOR I (Supervisor) (Exam ID: 6CO22)
MONTHLY SALARY RANGE
\$5,470-\$6,796

Note: The salaries used in this bulletin are the latest available from the State Controller's Office, but may not reflect all of the pay raises granted recently. You should verify the salary levels with the department personnel office before making any commitments.

Bulletin Release Date	12/01/2016
Final Filing Date	Continuous; the cut-off dates for this examination are June 30 th and December 31 st .
Who May Apply	<p>This is a Departmental Promotional Spot-Sacramento examination for the State Controller's Office. Applicants must be:</p> <ol style="list-style-type: none">1) Have a permanent civil service appointment with the State Controller's Office as of the final filing date in order to participate in the examination; or2) Have been employed with the State Controller's Office within the last three years, without a break in State civil service; or3) Be a current or former employee of the Legislature for two or more years as defined in Government Code §18990; or4) Be a current or former non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code §18992; or5) Be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code §18991. Persons applying who qualify as a Veteran under Government Code Section 18991 must submit a copy of their DD214 with their Examination Application (STD. 678). <p>Candidates who meet the minimum qualifications as stated below may apply for this examination. Once you have list eligibility, you may not reapply for twelve (12) months from your eligibility date. All applicants must meet the education and/or experience requirements as stated on this examination announcement. Candidates that are unsuccessful in the exam must wait six (6) months from the testing date before reapplying to take the exam.</p>
Filing Instructions	<p>Applications (STD 678) must be <i>postmarked or received no later than the final filing date</i>. Applications postmarked, received via inter-office mail, or personally delivered after the final filing date will not be accepted. Faxed or emailed applications will not be accepted. Applications postmarked after the cut-off date or received after 5:00 p.m. on the cut-off date will be held for the next administration of the examination. <i>The examination title must be indicated on the application.</i></p> <p>*File by Mail: State Controller's Office HR – Examination Unit P.O. Box 942850-5877 Sacramento, CA 94250-5877 Attn: Arlene Mendez</p> <p>*File in Person: State Controller's Office HR – Examination Unit 300 Capitol Mall, Suite 300 Sacramento, CA 95814 Attn: Arlene Mendez</p> <p><i>*Candidates are responsible for obtaining proof of mailing or submission of their application to the Examination Unit.</i></p>

Special Testing Arrangements	If you have a disability and wish to participate in one of our testing services, programs, or activities and require a specific accommodation, please mark the appropriate box for Question #2 on the Examination Application form STD678. You will be contacted to make specific arrangements. TDD users may contact the California Relay Service TDD line at 1-800-735-2929, Voice Line at 1-800-735-2922.
Identification for Examination	Accepted candidates are required to bring their Notice to Appear <i>and</i> either a photo identification card or two forms of signed identification to each phase of the examination.
Requirements for Admittance into the Examination	<p>All applicants must meet the education and/or experience requirements for this examination by the established cut-off (final filing) date. Your signature on the application indicates that you read, understand, and possess the minimum qualifications required, and that the information provided is true and complete to the best of your knowledge.</p> <p>All applications must include: “to” and “from” dates (month/day/year), time base, civil service or private sector titles, the duties performed, and an original signature. Applications received without this information will be rejected.</p> <p>Note: 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, who possess qualifying experience amounting to 50% of the required time of Pattern I <i>and</i> additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirements.</p>
Minimum Qualifications	<p>Either I One year of experience in the California state service performing professional accounting class equivalent in level to Senior Accounting Officer (Supervisor), Senior Accounting Officer (Specialist), Associate Accounting Analyst, or Associate Administrative Analyst (Accounting Systems).</p> <p>Or II Experience: Four years of increasingly responsible professional accounting or auditing experience. For at least one year, this responsibility must have been at a level equivalent to supervising a staff in the operation of a complex accounting system. [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 Senior Accounting Officer (Supervisor) or (Specialist).] (Experience in the California state service may be applied toward the total experience requirement on a proportional basis.) And</p> <p>Education:</p> <ol style="list-style-type: none"> 1. Equivalent to graduation from college, with specialization in accounting; Or 2. Completion of the equivalent of 45 Semester units given by a collegiate-grade residence or correspondence institution, of which 24 units must include courses in financial accounting, managerial accounting, intermediate/advanced accounting, fund/governmental accounting, cost accounting, auditing, business law, computer applications/management information systems. (Persons who will complete course work requirements 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.) <p>Click on the link below to review the CA State Personnel Board class specification that contains the requirements for admittance to the exam:</p> <p>https://hrnet.calhr.ca.gov/CalHRNet/SpecCrossReference.aspx?ClassID=4549</p>
Examination Information	<p>It is anticipated that the Written Examination will be administered approximately two months after the cut- off date.</p> <p>Applications will be accepted on a continuous basis. Testing is considered continuous, as new examination dates can be set at any time as departmental needs warrant. Each new cut-off (final filing) date will be publicized to ensure that applicants have adequate time to complete and submit an application.</p>
Eligible List Information	A Departmental Promotional Spot eligible list will be established for the State Controller’s Office in Sacramento County. The names of successful competitors will be merged onto the list in order of final scores, regardless of date. The list will be abolished 12 months (Competitor’s eligibility will expire 12 months) after it is established unless the needs of the service and conditions of the list warrant a change in this period.
Position Statement	Positions at this level supervise a group of professional or analytical and semiprofessional accounting staff performing accounting or accounting and budgetary work and directing a variety of specialized or central control

fiscal activities. This level, under general supervision, either: (1) performs as the Chief Accounting Officer in a medium-standard accounting office; or (2) performs as a sectional manager reporting to the Chief Accounting Officer in a medium-complex accounting office.

**Knowledge, Skills,
and Abilities**

Knowledge of:

1. Knowledge of generally accepted accounting principles (GAAP), practices and procedures to effectively perform complex accounting functions (e.g., reconciliations, budgeting, preparation of financial statements).
2. Knowledge of GAAP and associated standards that relate to State fiscal management to ensure fiscal policies and practices apply and comply with these accepted principles and standards.
3. Knowledge of safety policies and regulations within a work environment.
4. Knowledge of office methods in order to communicate with departmental staff, vendors and other state agencies.
5. Knowledge of accounting and financial software to prepare complex spreadsheets, summaries and reports.
6. Knowledge of personal computers and various software applications to effectively prepare reports, memos, manuals, correspondence, presentations, and maintain databases.
7. Knowledge of mentoring concepts and principles for use in employee career development.
8. Knowledge of GAAP for governmental entities to perform daily accounting functions and effectively analyze financial records and associated reports.
9. Knowledge of the State Accounting Manual (SAM), Financial Information Memos (FIM), and departmental procedures to adhere to and comply with applicable rules and regulations.
10. Knowledge of the State budgeting process to effectively apply accounting principles and procedures to a governmental entity (e.g., allotments, appropriations).
11. Knowledge of the uniform accounting system, financial organizations, State of California related laws, rules, and regulation manuals applicable to statewide accounting practices and procedures.
12. Knowledge of business management principles, including office methods and procedures, to effectively plan, organize, and direct the workforce.
13. Knowledge of training methods and techniques to provide training to co-workers, when requested by management.
14. Knowledge of data analysis methods and techniques to draw appropriate conclusions and make decisions when completing work assignments and projects.

Skill in/to:

1. Communicate information and data in a clear, concise, and objective manner to a variety of audiences.
2. Prioritize work assignments to ensure completion within established timeframes and by expected deadlines.
3. Effectively communicate and perform tasks assigned within areas of responsibility, and maintain an efficient work flow.
4. Mentor employees to prepare them for career advancement.
5. Develop, maintain and monitor operational plans to ensure goals and objectives are achieved.
6. Review and organize various forms of data and prepare appropriate reports for management.
7. Analyze financial and statistical reports to develop appropriate alternatives for management decisions.
8. Identify critical and sensitive items to inform management and make recommendations for resolution.

Ability to:

1. Analyze data to conduct reviews and audits, discover/resolve problems and make necessary adjustments.
 2. Read, comprehend and interpret laws, rules, regulations, policies and procedures, departmental and programs directives, reports, memos, manuals, and other job related material to apply, explain and comply with applicable rules, laws, and regulations.
 3. Prepare clear, complete and concise reports to provide direction and information on a wide variety of accounting and program-related functions.
 4. Effectively apply interpersonal and communication techniques to gain and maintain the respect and cooperation of others.
 5. Identify staff efforts and accomplishments, and communicate to management for appropriate recognition of employee achievements.
 6. Apply mathematical computations to complete accounting functions and determine accuracy of transactions processed.
 7. Work under pressure and tight timeframes when completing projects and assignments.
 8. Use standard office equipment (e.g., computer, ten-key calculator) and various software applications (e.g., Word, Excel).
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9. Flexible in adapting to changes in priorities, work assignments, and other interruptions that may impact completing or progressing with projects and assignments.
10. Serve as mentor to employees to assist in career planning and develop staff for succession planning.
11. Work independently, with limited supervision, and as team member to accomplish the goals and objectives of the department.
12. Objectively evaluate the work of others, and effectively communicate strengths and weaknesses to develop staff.
13. Establish and communicate professional standards and principles to internal and external customers and stakeholders.
14. Effective in multi-tasking and time management when tasks and projects with competing due dates are assigned.
15. Knowledge and implementation of Equal Employment Opportunity policies and procedures, and the State progressive disciplinary processes.

Special Personal Characteristics

Ability to qualify for a fidelity bond.

Additional Desirable Qualifications

Preferred additional education includes courses in statistics, business finance, mathematics, college composition, speech/oral communications and/or business composition.

Veterans' Preference

Veterans' Preference credits will not be granted in the examination as it does not meet the requirements to qualify for Veterans' Preference credit.

Career Credits

Career Credits will not be added to the final score of this examination.

Contact Information

For more information regarding this examination, please contact the Examination Analyst Arlene Mendez at 916-322-7646.

General Information

For an examination *without* an advertised examination date, it is the candidate's responsibility to contact the State Controller's Office Examination Unit, (916-324-0811), three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of examination fails to reach him/her 3 days prior to their scheduled examination date due to verified postal error, the candidate will be rescheduled upon written request.

Examination Locations: Examinations will be administered in locations deemed appropriate for the examination type and in accordance with the candidate pool and departmental resources. Examinations may not be administered in all areas. Candidates may be asked to travel to the nearest examination location at their own expense.

Applications are available at <https://jobs.ca.gov/Public/StateForms.aspx>, CA Department of Human Resources (CalHR) offices, local offices of the Employment Development Department (EDD), and the State Controller's Office.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in this examination will be compared with the performance of the others who take this examination, and all candidates who pass will be ranked according to their scores.

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) Servicewide Promotional, 5) Departmental Open, and 6) Open. When there are two lists of the same kind, the older list must be used first. Eligible lists will expire 12 months after established unless the needs of service and conditions of the list warrant a change in this period.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and 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.

Promotional Examination Only: Competition is limited to employees who have a permanent civil service appointment and military veterans who meet all the minimum qualifications. Under certain circumstances other employees may be allowed to compete under provision of Rules 234, 235 and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility

for promotional examinations. These rules may be reviewed at departmental personnel offices, at State Personnel Board office, or <http://www.jobs.ca.gov>.

The State Controller's Office 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 competitors will be notified.

TDD is Telecommunication Device for the Deaf and is reachable only from phones equipped with a TDD Device
California Relay Telephone Service for the deaf or hearing impaired

From TDD Phones: 1-800-735-2929

From Voice Phones: 1-800-735-2922

Upon request, this document can be produced in Braille or large print.

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.