Financial Accountant 2

Exam Code: 6PB32

Department: State of California
Exam Type: Servicewide, Open
Final Filing Date: Continuous

CLASSIFICATION DETAILS

Financial Accountant 2 – $7,394.00 - $9,188.00 per month.

View the **classification specification** for the Financial Accountant 2 classification.

APPLICATION INSTRUCTIONS

Final Filing Date: Continuous

Who Should Apply:

Applicants who meet the minimum qualifications as stated on this bulletin may apply for and take this examination.

Once you have taken this examination, 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.

Special Testing Arrangements:

If you require special testing arrangements due to a verified disability or medical condition, please contact:

California Department of Human Resources
CalCareer Service Center
1810 16th Street
Sacramento, CA 95814

Phone: (866) 844-8671
Email: 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

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 toward experience.

Financial Accountant 2

Education: Required for all levels.

Either 1
Equivalent to graduation from college with a specialization in financial management or a closely related field.

Or 2
Equivalent to graduation from college with any major which shall include at least 24 semester units in financial accounting, managerial accounting, intermediate accounting, advanced accounting, taxes, cost accounting, auditing, business law, computer applications, or management information systems. Successful completion of the State Fund Accounting Course administered by the Department of Finance, shall receive credit for three semester hours toward the required accounting courses.

Or 3
Completion of the equivalent of 60 semester units of course work which shall be given by a collegiate-grade residence institution, 36 units which shall include courses in financial accounting, managerial accounting, intermediate accounting, advanced accounting, taxes, cost accounting, auditing, business law, computer applications and management information systems.

And

Either 1
One year of experience in the California state service performing professional, technical or supervisory duties and applying principles, methods, techniques, and tools related to

or in support of accounting, investments, auditing, taxes, risk analysis, financial systems, research and/or budget activities in a class with a level of responsibility equivalent to a Financial Accountant 1.

Or 2
Two years in the California state service performing the duties of an Accounting Administrator 1.

Or 3
Five years of increasing responsibility in professional accounting, auditing, budgeting, investment operations, financial systems, or banking. Experience may be in a public or private financial institution setting, conducting a variety of financial accounting, investment accounting, or handling complex accounting and financial reporting work. (Qualifying education may be substituted on a year-for-year basis).

POSITION DESCRIPTION

Financial Accountant 2
Under general supervision, positions at this level function as either (1) a supervisor, where through one or more subordinate supervisor(s), plan, organize, and direct the work of technical and professional staff performing financial and investment accounting activities; or (2) a staff specialist performing technical and professional financial accounting activities. The work performed involves underlying assets, systems, or transactions which are atypical and highly complex and the risk of error is significant.

EXAMINATION SCOPE

This examination consists of the following components:

Training and Experience Evaluation – Weighted 100% of the final score.

The examination will consists solely of a **Training and Experience Evaluation.** To obtain a position on the eligible list, a minimum score of 70% must be received. Applicants will receive their score upon completion of the Training and Experience Evaluation process.

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

Knowledge of:

1. Accounting principles and practices
2. Financial markets, banking, management of investment portfolios
3. Investment transaction treatments

4. Fair market and actuarial valuation
5. Policy research and analysis
6. Automated accounting systems
7. Internal Revenue Service (IRS) and Franchise Tax Board (FTB) tax regulations and policies
8. The functions of financial systems and information technology, configuration management, system support service levels and management
9. Accounting and financial software
10. Mathematical and analytical methods
11. Manager/supervisor responsibility for promoting equal opportunity in hiring and employee development and promotion

Ability to:

1. Analyze and evaluate financial and accounting records
2. Conduct risk assessment and internal controls
3. Conduct financial analysis and reviews of actuarial analysis and investment portfolios for accounting compliance
4. Conduct error and fraud detection
5. Compile, record, and analyze financial information
6. Prepare or assist in preparing financial statements with full note disclosures
7. Research and apply tax regulations designed for corporate compliance and pension compliance
8. Apply Generally Accepted Accounting Principles (GAAP), governmental budgetary principles, practices, principles, and procedures of public finance and reporting requirements
9. Appropriately present financial statements and related notes in accordance with all relevant Governmental Accounting Standards Board (GASB) and Financial Accounting Standards Board (FASB) pronouncements
10. Prepare or assist in preparing the Comprehensive Annual Financial Report (CAFR)
11. Ensure data integrity, train, and support other staff
12. Develop and maintain reports and queries
13. Identify and resolve issues related to various financial systems
14. Successfully navigate various financial systems for research and analysis
15. Solve practical problems by choosing appropriately from a variety of mathematical and statistical techniques
16. Use technology in job performance (includes the integration and acceptance of new technology when appropriate)
17. Communicate effectively both verbally and in writing
18. Possess effective listening skills
19. Provide and receive feedback

20. Clearly articulate financial data to executives
21. Identify the information needed to clarify a situation
22. Garner the support of business partners and stakeholders to achieve the desired outcome
23. Adapt and work in a variety of situations and with individuals and groups
24. Be open to different and new ways of conducting business
25. Modify one's preferred way of doing things
26. Gain support for ideas, proposals, projects, and solutions
27. Improve technical and personal growth
28. Understand the operations, structure, and culture of the organization
29. Understand the political, social, and economic issues affecting the organization
30. Ensure the effective, efficient, and sustainable use of public service resources and assets, financial resources, real property, and business information
31. Focus personal efforts on achieving results consistent with the organization's objectives
32. Effectively promote equal opportunity in employment and for maintaining a work environment which is free of discrimination and harassment

ELIGIBLE LIST INFORMATION

A servicewide, open eligible list for the Financial Accountant 2 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 exam 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, or 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 eligible list.

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

Career Credits will not be applied to the final score of competitors who are successful in this examination.

EXAMINATION INFORMATION

Preview Training and Experience Evaluation

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), persons or office who can verify education, and phone numbers of persons or offices listed above.

Training: Class titles, certifications received, names of persons who can verify your training, and phone numbers of persons listed above.

TAKING THE EXAMINATION

Take the examination for the **Financial Accountant 2** classification.

TESTING DEPARTMENTS

State of California (all State of California departments)

CONTACT INFORMATION

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EQUAL OPPORTUNITY EMPLOYER

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right of 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.

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.**

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 in this bulletin will be rated against a predetermined job-related rating, and all applicants who pass will be ranked according to their score.

The 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 judgement, 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) servicewide promotional, 5) departmental open, 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.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification form the State Department of Education, a local school board, or high school authorities that the competitor is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.