

**\*\*\*This is only a preview of the examination questions. To take the actual examination, please go back to the official bulletin and click the examination link.\*\*\***

## **Training and Experience Evaluation Preview**

### **Associate Administrative Analyst (Accounting Systems)**

The California civil service selection system is merit-based and eligibility for appointment is established through a formal examination process. This examination consists of a Training and Experience evaluation used to evaluate your training and experience relevant to the position.

This Training and Experience evaluation is a scored component accounting for 100% of your rating in the hiring process. It is important to complete the questionnaire carefully and accurately. Your responses are subject to verification before appointment to a position.

---

## **Instructions**

Rate your experience performing specific job-related tasks.

Respond to each of the following task statements by indicating how the statement applies to you. You are required to respond to every question and provide relevant examples. Also, indicate the references who can verify the information provided.

In responding to each statement, you may refer to your WORK EXPERIENCE, whether paid or volunteer, your EDUCATION, and/or FORMAL TRAINING COURSES you have completed.

PLEASE NOTE: This examination is designed to gain an overall assessment of your education, training, and experience as it directly relates to the duties and the knowledge, skills and abilities required for this position. Possession of specific education is **not** required to be successful in this examination; however, such achievements may substitute for desirable levels of experience. All components of this examination have been carefully validated by tying them directly to job requirements and documenting their relevance to the position.

## **Tasks**

1. Participating in the installation of a variety of complex accounting systems consistent with organizational policies and guidelines.
2. Maintaining a variety of reporting systems (e.g., Crystal, Excel Pivot Tables, Monarch, CalSTARS).
3. Participating in the preparation of comprehensive financial reports and/or statements.
4. Modifying the requirements and/or specifications of accounting programs to be consistent with organizational policies and guidelines.
5. Providing assistance to management on establishing fiscal guidelines (e.g., policies, procedures, proper funding).
6. Developing and/or maintaining accounting processes to ensure accounting practices are in compliance with organizational policies and procedures.
7. Generating accounting transaction reports (e.g., bank statements, invoice reports, account payables/receivables) for stakeholders.
8. Monitoring expenditures (e.g., overhead costs, allocation of costs) to control costs of department.
9. Providing accounting technical guidance to stakeholders (e.g., staff, consultants, contractors, government agencies) to ensure consistency with the goals and objectives of the organization.