

***This is only a **preview** of the exam statements for the Training & Experience Evaluation. You will be asked to respond to each statement indicating how your training and experience relate to each. **To take the actual exam**, please refer back to the bulletin and click the link at the bottom of the bulletin.

Training and Experience Evaluation

Accounting Administrator I (Supervisor)

Consortium

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 education, training and experience relevant to the position.

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

Number of Questions: 1 – 12

To answer all the test items in this exam, you will be required to choose from among the provided answers, and to enter (type in) specific information about your experience. Work references will also be requested. Be prepared to give specific information about the length and breadth of your work experience.

Verification of References

Before a hiring decision will be made, your responses will be verified. A hiring manager or personnel staff member will contact the references you have provided to confirm job dates, experience, duties, achievements, and/or possession of knowledge, skills, and abilities. Failure to provide adequate references AND contact information may significantly limit our ability to make a job offer.

Instructions

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 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 experience as it directly relates to the duties and the knowledge, skills, and abilities required for this position. All components of this examination have been carefully validated by tying them directly to job requirements and documenting their relevance to the position.

Tasks for Accounting Administrator I (Supervisor)

1. Reconciling various accounts (e.g., balance sheet, claims filed, funds reconciliations, income statements) with organizational policies and guidelines.
2. Updating accounting policies and procedures (e.g., cash, reconciliations, receipts, disbursements, financial reporting) to ensure compliance with organizational guidelines.
3. Gathering financial data (e.g., revenue and expenditure trends and analysis, audits, budgetary needs) for accounting and fiscal reports.
4. Reviewing and/or monitoring accounting records (e.g., budget, payments, funding transactions, scheduled reimbursements, revenue collection, claims filed, aging reports) in databases (e.g., Access, California State Accounting and Reporting System [CALSTARS], FI\$Cal) to ensure accuracy and completeness.
5. Recommending solutions to fiscal related issues and/or vendor inquiries (e.g., canceled checks, canceled warrants, invoices, claim schedules, special funds, accounts receivable).
6. Providing recommendations on the design and functionality of accounting or data processing systems to stakeholders (e.g., customers, staff, management, Information Technology office, other programs).
7. Preparing accounting documents (e.g., reports, summaries, data analysis, memoranda, correspondence, issue paper) with recommendations for stakeholders.
8. Preparing and/or reviewing year-end accruals and financial statements.
9. Providing training and information to staff on various accounting systems and/or tasks (e.g., revenues/cash receipts, payments, reconciliations, reporting processes, revolving fund processes).

10. Reviewing and/or overseeing the accounting activities of staff (e.g., financial reports, auditing, monthly reconciliations, scheduling claims for payment, collections, reimbursements) in accordance with organizational policies.
11. Guiding and mentoring staff in resolving issues relating to accounting systems, policies, and procedures (e.g., cash, reconciliations, receipts, disbursements, financial reporting).
12. Maintaining accountability and control over funds and funding sources to ensure compliance with guidelines, regulations, statutes, and standards.