

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

## **Training and Experience Evaluation Preview Financial Accountant 3**

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 examination process. It is important to complete the questionnaire carefully and accurately. Your responses may be subject to verification before appointment to a position.

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To answer all the test items (task statements) in this exam, you will be required to either choose from among the provided answers, or to enter (type in) specific information about your experience and your formal training. Be prepared to give specific information about the length and breadth of your work experience.

### **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.

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

PLEASE NOTE: This examination is designed to gain an overall assessment of your training, and experience as it directly relates to the duties and the knowledge, skills and abilities required for this position.

## Tasks for Financial Accountant 3

1. Analyzing a variety of accounting and financial data (e.g., investment accounting, contributions, benefit disbursements, general ledger, investment contracts, reconciliations, cost allocation, tax reporting, budgets) to prepare reports.
2. Analyzing the accounting policies and procedures of the organization to ensure activities are accurately reflected in financial documents (e.g., financial statements, financial and budget reports).
3. Preparing financial statements in accordance with industry standards (e.g., Generally Accepted Accounting Principles [GAAP], International Financial Reporting Standards [IFRS]).
4. Communicating financial analyses (e.g., financial accounting, budgetary, fiscal) to stakeholders (e.g., external parties, management, executive staff).
5. Utilizing various automated systems and tools (e.g., complex databases, accounting software, data mining tools) to assess and analyze complex accounting transactions (e.g., investment, pensions, budgetary).
6. Conducting research on fiscal problems/issues (e.g., accounting, budget, related systems support) to prepare a white paper, and/or written reports, and to recommend solutions.
7. Leading staff performing fiscal activities (e.g., accounting, budget, related systems support) to ensure adherence to organizational and industry standards.
8. Presenting recommendations to management on sensitive fiscal issues (e.g., accounting, budgetary, related systems support).
9. Monitoring the reconciliation of financial data (e.g., investment, pensions, budgetary) to ensure variances are resolved in a timely manner.
10. Providing expert analysis on the strategies for resolving the most complex financial issues (e.g., changes in accounting guidance, investment transactions, strategic initiatives).
11. Developing and/or implementing business process improvements and changes that may or may not use technology.
12. Managing fiscal (e.g., accounting, budgetary, related systems support) projects, time constraints, status reports and other duties in order to meet project deadlines.