

***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 5

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.

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 5

1. Developing and implementing organizational financial policies and procedures to ensure compliance with applicable rules and regulations.
2. Managing the preparation of an organization's annual audited financial statements in accordance with industry standards (e.g., Generally Accepted Accounting Principles [GAAP], International Financial Reporting Standards [IFRS]).
3. Communicating financial, budgetary, and/or fiscal analysis to stakeholders (e.g., external parties, management, executive staff, board members).
4. Identifying and resolving fiscal problems and issues through program oversight.
5. Managing staff performing fiscal activities (e.g., accounting, budget, related systems support) and/or projects to ensure adherence to organizational and industry standards.
6. Presenting recommendations to stakeholders (e.g., external parties, management, executive staff, board members) on sensitive fiscal issues (e.g., accounting, budgetary, related systems support).
7. Providing expert analyses on strategies for resolving the most complex financial issues (e.g., changes in accounting guidance, investment transaction, strategic initiatives).
8. Leading business process improvements and changes that may or may not use technology.
9. Managing financial related (e.g., accounting, budgetary, related systems support) projects including risk and issue resolutions, status reports, and other duties in order to meet project deadlines.
10. Overseeing the training and development of staff to ensure they can perform their financial related functions and be prepared for increasingly complex responsibilities.
11. Participating in the development of a unit's business and operational plans to ensure alignment with the organization's strategic plan and/or vision.