

***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

Accounting Officer Specialist & Supervisor

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.

Number of Questions: 1 – 10 Accounting Officer (Specialist and Supervisor)

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, your education, and your formal training. Educational and work references will also be requested.

Be prepared to give specific information about the length and breadth of your work experience. Also, be prepared to provide specific information about where you received your education and training. Providing the type of education and/or formal training courses will also be necessary to complete this online examination.

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, experiences, 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 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 task 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 for Accounting Officer (Specialist)

1. Processing documents to collect and track transactions for reconciling purposes in accordance with State and federal regulations and organizational policy.
2. Reviewing, interpreting, and disseminating accounting and financial policies and procedures to inform and/or educate customers and stakeholders on financial processes.
3. Consulting with management and other staff to provide expertise on financial and accounting issues and projects.
4. Maintaining and updating accounting records using spreadsheet and/or database software to accurately report the financial position of the entity.
5. Conducting financial and/or auditing research to gather information related to accounting activities to ensure accounting processes are accurate, up-to-date, and in compliance.
6. Analyzing, evaluating, and reviewing financial records, data, and reports to ensure completeness, accuracy, and compliance.

Tasks for Accounting Officer (Supervisor)

7. Reviewing, monitoring, and approving accounting activities completed by staff and/or other divisions and units to ensure compliance with regulations and policy.
8. Providing leadership and direction to staff responsible for maintaining accounting records and processes through planning and delegation of activities.
9. Resolving conflicts in the workplace through mediation and collaboration to foster a harmonious environment.
10. Evaluating and taking steps to improve performance of staff through feedback, training, and formal processes.