



COUNTY OF LOS ANGELES  
invites applications for the position of:

## ACCOUNTING TECHNICIAN I

**SALARY:** \$2,948.00 - \$3,853.46 Monthly  
\$35,376.00 - \$46,241.52 Annually

**OPENING DATE:** 03/23/16

**CLOSING DATE:** 04/01/16 05:00 PM

### POSITION/PROGRAM INFORMATION:



#### FILING START DATE

March 28, 2016 at 8:00 am, PST

**Filing will be suspended after the first 600 applications are received  
or by 5:00 pm PST, April 1, 2016, whichever comes first.**

#### EXAMINATION NUMBER

R0642J

#### TYPE OF RECRUITMENT

Open Competitive

### DEFINITION:

Under general supervision, performs paraprofessional accounting work in preparing, processing, reconciling, and maintaining fiscal records requiring a substantive knowledge of County and general accounting procedures.

### CLASSIFICATION STANDARDS:

Positions allocable to this class serve as a technical generalist in an accounting unit where generally a higher level technical or professional accounting position has responsibility for the unit. Incumbents typically report to an Accounting Technician II or an Accountant or may report to an administrative supervisor or manager. Positions make routine technical decisions within a well established accounting system and may supervise accounting clerical personnel.

### ESSENTIAL JOB FUNCTIONS:

- Performs technical work in an accounting or related area including general accounting, expenditures and accounts payable, revenue and accounts receivable, cost and fund accounting, budgetary support, accounting systems, auditing, accounting cycle, capital asset, and statement and report preparation.
- Assists in department accounting assignments which encompass the full cycle of accounting activities ranging from establishing accounting and subsidiary records, reconciling the ledgers, preparing adjustments and closing entries, and preparing reports.
- Classifies and records a variety of accounting transactions, including some requiring the

interpretation of guidelines and policy that may involve processing encumbrances, cost accounting assignment, and reviewing and approving vendor payments, employee expense claims for reimbursement, cash receipts, and reimbursing revolving funds.

- Apportions expenditures, deferred revenues/advances and collection of accounts receivable within the appropriate accounting period; determines the amount and distribution of accrued revenues and expenses and depreciation of assets.
- Reviews balance of accounts and reconciles to the Auditor-Controller's Countywide Accounting and Purchasing System (eCAPS) and subsidiary ledgers and trust funds. Provides explanation for reconciling items.
- Prepares journal vouchers, internal vouchers, cash receipts, and other accounting documents for the purpose of making adjusting entries for allocation of revenues and expenditures.
- Prepares routine statistical, cost and operating reports, statements of financial condition, budget compilations, and routine final accounting of revenues and expenditures for construction and other projects.
- Distributes both direct and indirect costs to cost centers and sets up rates using prescribed bases and techniques.
- Posts to ledgers, journals and registers, codes documents, prepares deposits and reconciles differences incidental to performing technical accounting assignments.
- Examines estate accounting records for completeness, accuracy, and propriety; prepares interim and final accounting reports of estate financial condition for use as a basis in probate proceedings, including distributions of estate assets based on interpretation of probate decrees.
- Prepares claims for reimbursement of expenditures for large scale categorical aid programs involving complex claiming procedures.
- Routinely accesses and utilizes a personal computer using established applications including word processing, spreadsheet, eCAPS, and accounting software.

## **REQUIREMENTS:**

### **MINIMUM REQUIREMENTS:**

Completion of 12 semester or 18 quarter units of accounting including a course in advanced accounting, cost accounting, governmental accounting, auditing, or accounting information systems in an accredited college or university. Lower Division accounting classes may be taken at a two-year community college if the units are transferable to a four-year college or university **-AND-** One year of accounting clerical experience. Graduation from an accredited two-year college with an Associate's degree\* in Accounting or a closely related field may be substituted for the one year of accounting clerical experience.

**LICENSE:** A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

**PHYSICAL CLASS: Physical Class II – Light.** Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

### **ADDITIONAL INFORMATION:**

In order to receive credit for courses and/or degree completed in an accredited college in the field of Accounting, a LEGIBLE COPY of Official Transcript(s) \*\* MUST be attached to the application at the time of filing or within 15 days of filing. A copy of diploma is NOT sufficient to show that you meet the Minimum Requirements.

\*If you are substituting your one year of the required accounting clerical experience with your Associate Degree in Accounting or closely related field, you MUST attach a legible copy of your Associate Degree transcript that states "degree awarded or conferred" or a diploma to receive credit.

If you are unable to attach the required official transcript(s)/Evaluation of Transcript\*\*\*, you must email the official document(s) to Christina Tadeo at [ctadeo@hr.lacounty.gov](mailto:ctadeo@hr.lacounty.gov) **within 15 calendar days from the date of application filing/submission.** If email service is not available, please fax official document(s) to **(213) 380-3681**. Include a cover sheet stating the exam title, exam number, and analyst name, Christina Tadeo. Failure to submit the required document(s) within this period may result in your application being rejected.

**\*\*Official Transcript** is defined as a transcript that bears the college seal and states "official and/or copy" issued by the school's Registrar Office. A "printout" of the transcript from the school's website is NOT considered official and, therefore, will not be accepted and may result in your application being rejected.

**\*\*\*Evaluation Report of a Transcript** is defined as a report issued by an academic credential evaluation agency recognized by the NACES or the AICE of the United States. A transcript submitted that is expressed in a language other than English, and/or does not reflect the completed/earned units in a semester or quarter will NOT be accepted, and therefore, may result in your application being rejected.

#### **EXAMINATION CONTENT:**

This examination will consist of a written test weighted 100% that contains both computerized and paper-and-pencil components covering:

- Written Expression
- Reading Comprehension
- Data Analysis and Decision Making
- Office Practices and Procedures
- Customer Service
- Potential for Success
- Dependability
- Conscientiousness
- Commitment
- Customer Focus

Applicants who are also concurrently applying to Accounting Technician II, R0643K, will take the identical test components one-time only. The resulting score will be transferred to all future examinations for which you have applied within the period of 12 months.

**THE WRITTEN TEST IS NOT REVIEWABLE BY CANDIDATES PER CIVIL SERVICE RULE 7.19.**

**CANDIDATES MUST MEET THE MINIMUM REQUIREMENTS AND RECEIVE A PASSING SCORE OF 70% OR HIGHER IN ORDER TO BE PLACED ON THE ELIGIBLE LIST.**

#### **TRANSFER OF SCORES**

Applicants that have taken identical written tests for other exams within the last 12 months will have their written responses for the identical test part(s) automatically transferred to this examination.

This examination contains test parts that may be used in the future for new examinations. Your scores will be transferred to the new examination and you may not be allowed to re-take any identical test part(s) for at least 12 months.

**PLEASE NOTE: Invitation Letters for the written test will be sent via email.** Candidates are responsible for providing a valid email address on their application. Please add [ctadeo@hr.lacounty.gov](mailto:ctadeo@hr.lacounty.gov) and [info@governmentjobs.com](mailto:info@governmentjobs.com) to your email address book and list of approved senders to prevent email notifications from being filtered as spam/junk mail.

Notice of Non-Acceptance and Final Result Letters will be sent via mail (USPS). Written test scores can not be given over the telephone.

#### **TEST PREPARATION:**

An interactive Online Test Preparation System for taking practice tests may be accessed on the Department of Human Resources Website at <http://hr.lacounty.gov/>. Please click on "Find A Job" and then "Job Search Toolkit." Test preparation information is located below the "Employment Test Assistance" section.

You can also access practice tests for the computerized component of the test by going to the following website: <http://www.shldirect.com/en/practice-tests>.

While these practice materials will help in preparing for the test, we advise you to review all related materials that you deem necessary.

#### **VACANCY INFORMATION:**

An eligible list resulting from the examination will be used to fill vacancies at various Los Angeles County departments.

**ELIGIBILITY INFORMATION:**

The names of candidates receiving a passing grade in the examination will be placed on the eligible list in the order of their score group for a period of 12 months following the date of promulgation.

**AVAILABLE SHIFT:** Any

**APPLICATION AND FILING INFORMATION:**

Applications must be filed **online only**. Applications submitted by U.S. Mail, Fax, or in person will not be accepted. Any required documents must be submitted within fifteen (15) calendar days from application submission.

**Application filing will start on Monday, March 28, 2016, at 8:00 am, PST, and will be suspended after the first 600 applications are received, or by 5:00 pm, PST, April 1, 2016, whichever occurs first.**

Apply online by clicking on the green **"Apply"** button at the top right of this posting. You can also track the status of your application using this website. Fill out your application completely. The acceptance of your application depends on whether you have clearly shown that you meet the *MINIMUM REQUIREMENTS*. Provide any relevant job experience in the spaces provided so we can evaluate your qualifications for the job. For each job held, provide the name and address of your employer, your job title, beginning and ending dates, number of hours worked per week, description of work performed, and salary earned. If your application is incomplete, it will be rejected.

In order to receive credit for any type of degree, such as Associate or Bachelor, you must include a legible copy of the official transcript(s) or official letter from the accredited institution which shows the area of specialization at the time of filing or within fifteen (15) calendar days from application submission.

**IMPORTANT NOTE:** Please note that ALL information included in the application materials is subject to VERIFICATION at any point during the examination and hiring process, including after an appointment has been made. FALSIFICATION of any information may result in DISQUALIFICATION or RESCISSION OF APPOINTMENT. Utilizing VERBIAGE from Class Specification and Selection Requirements serving as your description of duties WILL NOT be sufficient to demonstrate that you meet the requirements. Doing so may result in an INCOMPLETE APPLICATION and you may be DISQUALIFIED.

**NO SHARING OF USER ID AND PASSWORD:**

All applicants MUST file their application online using their **OWN User ID and Password**. Using a family member's or friend's User ID and Password may erase a candidate's original application record.

**SOCIAL SECURITY NUMBER:**

All applicants MUST enter a valid Social Security Number at the time of filing. Entering anything other than a valid Social Security Number (i.e. 000-00-0000, 111-11-1111, etc.) will result in an automatic rejection of your application.

**COMPUTER AND INTERNET ACCESS AT PUBLIC LIBRARIES:**

For candidates who may not have regular access to a computer or the internet, applications can be completed on computers at public libraries throughout the Los Angeles County.

**ADA Coordinator Email:** adarequests@hr.lacounty.gov  
**Teletype Phone:** (800) 899-4099  
**Alternate Teletype Phone:** (800) 897-0077  
**California Relay Services Phone:** (800) 735-2922

**Department Contact Name:** Christina Tadeo  
**Department Contact Phone:** (213) 351-2957  
**Department Contact Email:** ctadeo@hr.lacounty.gov

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**COUNTY OF LOS ANGELES  
Employment Information**

Any language contained in the job posting supersedes any language contained below.

**Your Responsibilities:**

**Social Security Act of 2004:** Section 419 (c) of Public Law 108-203,

1. Completing Your Application:

- a. Before submission of the application, it is your responsibility to ensure that all information provided is correct and complete on the application. Incomplete applications cannot be accepted.
- b. Please list separately the PAYROLL TITLE for each job. Do not group your experience. Specify the beginning and ending dates for each job. If you are a County employee and have been promoted, do NOT list all of your time with the County under your present payroll title.
- c. Your Social Security Number must be included for record control purposes. Federal law requires that all employed persons have a Social Security Number.
- d. To receive APPROPRIATE CREDIT, include a copy of your diploma, transcript, certificate, or license as directed on the job posting.

2. Minimum or Selection Requirements are listed in the job posting.

- a. YOUR APPLICATION WILL BE ACCEPTED ONLY IF IT CLEARLY SHOWS YOU MEET THESE REQUIREMENTS. The information you give will determine your eligibility and is subject to verification at any time.
- b. You must be at least 16 years of age at the time of appointment unless other age limits are stated on the job posting. The Federal Age Discrimination in Employment Act (ADEA) of 1967, as amended, prohibits discrimination on the basis of age for any individual over age 40.
- c. Your experience may be paid or unpaid unless the job posting states otherwise. Experience is evaluated on the basis of a verifiable 40-hour week.

3. Application Deadline:

- a. All job applications must be completed and submitted by the last day of the filing period and closing time indicated on the job posting. Job postings with an open continuous filing period are subject to closure without prior notice. It is to your advantage to file your application early and not wait until the last allowable date and time as you will not be able to apply once the filing period has closed.
- b. Applications for positions designated "Apply in Person" must be filed in person at the address provided on the job posting.

4. Change of Name or Address:

To change personal information such as your name or address, log into your profile and make the necessary change. This can be done at any time.

5. Promotional Examinations:

- a. Some of your experience may have been in a position in which such work is not typically performed. If such experience is permitted as indicated on the job posting, a signed Verification of Experience Letter (VOEL) signed by your department's Human Resources Office must be attached to your application unless otherwise stated on the job posting.
- b. If indicated on the job posting, permanent employees who have COMPLETED THEIR INITIAL PROBATIONARY PERIOD AND HOLD A QUALIFYING PAYROLL TITLE may file for promotional examinations if they are within six months of meeting the experience requirements by the last day of filing or at the time of filing for open continuous exams.

6. Equal Employment Opportunity/Non-Discrimination Policy:

- a. It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, color, religion, sex, national origin, age, sexual orientation or disability.
- b. If you require material in an ALTERNATE FORMAT or are an individual requesting REASONABLE ACCOMMODATION(S) in the examination process for a physical or mental disability, please CONTACT THE AMERICANS WITH DISABILITIES ACT (ADA) COORDINATOR LISTED ON THE JOB POSTING. The provision of reasonable accommodation may be subject to verification of disability as allowable with State and Federal law. All disability-related information will remain confidential.

**Disclaimer:** The County of Los Angeles is not responsible or in any way liable for any computer hardware or software malfunction which may affect the employment application or the application selection process.

You assume all responsibility and risk for the use of this system and the Internet generally. This system and the information provided on it are provided on an "as is" and "as available" basis without warranties of any kind, either express or implied. No advice or information given by the County of Los Angeles or its respective employees shall modify the foregoing or create any warranty.

the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website [www.socialsecurity.gov](http://www.socialsecurity.gov), or call toll free 1-800-772-1213. Persons who are deaf or hard of hearing may call the TTY number 1-800-325-0778 or contact a local Social Security office.

**Record of Convictions:** As part of the selection process you may be required to complete and submit a Candidate Conviction History Questionnaire (CCHQ). PLEASE DO NOT SUBMIT THE CCHQ WITH YOUR APPLICATION, unless instructed to do so. A full disclosure of all convictions is required, when requested. Failure to disclose convictions will result in disqualification. Not all convictions constitute an automatic bar to employment. Factors such as your age at the time of the offense(s), and the recency of offense(s) will be taken into account, as well as the relationship between the offense(s) and the job(s) for which you apply. However, any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110). ANY CONVICTIONS OR COURT RECORDS WHICH ARE EXEMPTED BY A VALID COURT ORDER DO NOT HAVE TO BE INCLUDED.

For more information regarding convictions that are not subject to disclosure, please refer to the CCHQ from the link below: [http://file.lacounty.gov/dhr/CCHQ\\_2014.pdf](http://file.lacounty.gov/dhr/CCHQ_2014.pdf)

**Americans with Disabilities Act of 1990:** All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact the ADA/Personnel Services for Disabled Persons Coordinator. Hearing impaired applicants with telephone teletype equipment may leave messages by calling the teletype phone number on the job posting. The County will attempt to meet reasonable accommodation requests whenever possible.

**Veteran's Credit:** In all open competitive examinations, a veteran's credit of 10 percent of the total credits specified for such examinations will be added to the final passing grade of an honorably discharged veteran who served in the Armed Forces of the United States under any of the following conditions: During a declared war; -or- During the period April 28, 1952 through July 1, 1955; -or- For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; -or- During the Gulf War from August 2, 1990 through January 2, 1992; -or- For more than 180 consecutive days, other than for training, any part of which occurred during the period beginning September 11, 2001, and ending on August 31, 2010 the last day of Operation Iraqi Freedom; -or- In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded. Any Armed Forces Expeditionary medal or campaign badge, including El Salvador, Lebanon, Grenada, Panama, Southwest Asia, Somalia, and Haiti qualifies for credit.

A campaign medal holder or Gulf War veteran who originally enlisted after September 7, 1980 (or began active duty on or after October 14, 1982, and has not previously completed 24 months of continuous active duty) must have served continuously for 24 months or the full period called or ordered to active duty.

This also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service. A DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veterans preference. Applicants must submit the documentation for each open competitive exam to qualify for veteran's credit.

**Employment Eligibility Information:** Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States. Immigration law provides that all persons hired after November 6, 1986, are required to present original documents to the County, within three (3) business days of hiring, which show satisfactory proof of: 1) identity and 2) U.S. employment eligibility.

**Los Angeles County Child Support Compliance Program:** In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of

The County of Los Angeles expressly disclaims any warranty that the information on this system or on the Internet generally will be uninterrupted or error free or that any information, software or other material accessible from the system is free of viruses or other harmful components. You shall have no recourse against the County of Los Angeles as the system provider for any alleged or actual infringement of any proprietary rights a user may have in anything posted or retrieved on our system.

The County of Los Angeles shall not be liable for any direct, indirect, punitive, incidental, special or consequential damages arising out of or in any way connected with the use of this system or with the delay or inability to use it (or any linked sites), or any information obtained through this system, or otherwise arising out of the use of this system, the Internet generally or on any other basis.

NOTE: Your application is submitted using Secure Encryption to ensure the privacy of all information you transmit over the Internet.

By accepting the Use Disclaimer set forth here, you agree to all of the above terms and further agree to use this Online Job Employment Application System only for the submission of bona fide employment applications to the County of Los Angeles. Any other use of this Online Job Employment Application System, including without limitation any copying, downloading, translation, decompiling, or reverse engineering of the system, data, or related software, shall be a violation of the Use Disclaimer.

**Benefit Information:** Depending on the position, the successful candidate will enroll in a contributory defined benefit pension plan if the candidate is a "new member" of the County's defined benefit plan (LACERA) on or after January 1, 2013 (first employed by the County on or after December 1, 2012) – unless she or he established reciprocity with another public retirement system in which she or he was a member before January 1, 2013. It should be noted that County employees do not pay into Social Security, but do pay the Medical Hospital Insurance Tax portion of Social Security at a rate of 1.45%. The Los Angeles County Employees Retirement Association (LACERA) has reciprocal agreements with several public retirement systems in California.

APPLICATIONS MAY BE FILED ONLINE AT:  
<http://hr.lacounty.gov>

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Los Angeles, CA 90010

hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

**The California Fair Employment and Housing Act** (Part 2.8 commencing with Section 12900 of Division 3 of Title 2 of the Government Code) and the Regulations of the Fair Employment and Housing Commission (California Code of Regulations, Title 2, Division 4, Sections 7285.0 through 8504) prohibits employment discrimination based on race or color; religion; national origin or ancestry, physical disability; mental disability or medical condition; marital status; sex or sexual orientation; age, with respect to persons over the age of 40; and pregnancy, childbirth, or related medical conditions.

**Test Preparation:** Study guides and other test preparation resources may be accessed through the Department of Human Resources website at: <http://hr.lacounty.gov>. Additional test preparation resources may be listed on the job posting.

**Accreditation Information:** Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. (AICE).

Position #R0642J  
ACCOUNTING TECHNICIAN I  
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### ACCOUNTING TECHNICIAN I Supplemental Questionnaire

- \* 1. The information you provide on this supplemental questionnaire will be evaluated and used to determine your eligibility to participate in the next phase of the examination process. Please be as specific as possible and include all information requested. Comments such as "see resume or application" will not be considered as a response. Please note that all information is subject to verification at anytime in the examination and hiring process. Falsification of any information may result in disqualification or dismissal. Legible copy of official documents/transcript(s) should be attached at the time of application filing or email within 15 calendar days from the date of application filing.
  - I understand the above information and instructions.
- \* 2. How many months or years of accounting clerical experience do you possess?
  - 1 month to less than 1 year of accounting clerical experience
  - 1 year or more of accounting clerical experience
  - No accounting clerical experience
- \* 3. Which best describe your level of education in Accounting or a closely-related field from an accredited college or university? Please refer to the job bulletin under Accreditation Information Section.
  - Some Associate courses in Accounting or closely related field
  - Some College courses in Accounting or closely related field
  - Associate Degree in Accounting or closely related field
  - Bachelor's Degree or higher in Accounting or closely related field

- \* 4. How many semester units or quarter units of accounting have you completed or earned from an accredited college or university? Completed or earned semester/quarter units should be reflected on Official Transcript.
  - Less than 12 semester units in accounting
  - Less than 18 quarter units in accounting
  - 12 or more semester units in accounting
  - 18 or more quarter units in accounting
  - No semester/quarter units completed/earned in accounting
  
- \* 5. Please select the accounting course you have taken or earned in an accredited college or university. Please refer to the job bulletin under the Accreditation Information Section.
  - Advanced Accounting
  - Cost Accounting
  - Governmental Accounting
  - Auditing
  - Accounting Information systems
  - Did not complete/earn any of the above accounting courses
  
- \* 6. Please indicate how you will submit your legible copy of Official Transcript(s), Diploma and/or DD214 (Veterans only)?
  - I will attach a legible copy of official document(s) to this application
  - I will email/Fax a legible copy of official document(s) within 15 calendar days after application filing or submission.
  
- \* Required Question