



# City of Los Angeles

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City of Los Angeles Personnel Department

[per.lacity.org](http://per.lacity.org)

## UTILITY ACCOUNTANT

**Class Code: 1511**

**Open Date: 01-31-14**

### **ANNUAL SALARY**

\$67,379 to \$83,728, \$ 68,924 to \$ 85,628, \$70,762 to \$87,904, \$73,894 to \$91,788, and \$ 79,740 to \$99,075.

### **NOTE:**

For information regarding reciprocity between the City of Los Angeles departments and LADWP, go to [http://per.lacity.org/Reciprocity\\_CityDepts\\_and\\_DWP.pdf](http://per.lacity.org/Reciprocity_CityDepts_and_DWP.pdf).

### **DUTIES**

A Utility Accountant performs professional accounting, finance, and/or audit-related work. The scope of such work includes the analysis, preparation and maintenance of financial records and reports; treasury and financial activities; and internal audit reviews at the Department of Water and Power.

### **REQUIREMENT**

Graduation from a recognized four-year college or university and at least 24 semester or 36 quarter units in accounting.

### **NOTES:**

1. **Candidates must achieve a passing score in the qualifying written test in order to be called for subsequent portions of the examination.**
2. College seniors within 6 months of graduation may also file for this examination. However, they must meet the full requirement before being appointed.
3. Applicants must list the school name, location, course title with number of semester or quarter units, completion dates, and anticipated graduation date in the Supplemental Question Section of the online application.

### **WHERE TO APPLY**

Applications will only be accepted online. **When you are viewing the online job bulletin of your choice, simply scroll to the top of the page and select the "Apply" icon.** Online job bulletins are also available at <http://agency.governmentjobs.com/lacity/default.cfm> for Open Competitive Examinations.

### **NOTES:**

1. Applicants are urged to apply early to ensure you have time to resolve any technical issues you may encounter.
2. All application materials must be complete for you to be considered a candidate in this examination.

### **APPLICATION DEADLINE**

**Applications will only be accepted on the following three days: From 8:00 a.m. TUESDAY, FEBRUARY 11; WEDNESDAY, FEBRUARY 12; to midnight THURSDAY, FEBRUARY 13, 2014.**

For administrative purposes, filing may close periodically and reopen the following day. Applications received before the start of the filing period will not be accepted.

In accordance with Civil Service Rule 4.2, all applicants who apply may not be tested in this examination. To meet anticipated hiring needs, only a limited number of qualified applicants will be invited to participate in the written test in the following order: 1) Applicants currently employed by the City of Los Angeles who meet the minimum requirements; 2) Remaining applicants who meet the minimum requirements in sufficient numbers to meet hiring needs in the order that applications were received. Applications submitted during the filing period will be kept on file for two years from February 11, 2014 in the event that additional applicants need to be tested to meet hiring needs.

**AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

## **SELECTION PROCESS**

<b>Examination Weights:</b>	<b>Written Test</b> .....	<b>Qualifying</b>
	<b>Essay</b> .....	<b>Advisory</b>
	<b>Interview</b> .....	<b>100%</b>

The examination will consist of a qualifying written test, an advisory essay and a weighted interview. In the qualifying written test, which will consist of multiple-choice questions, candidates may be examined for knowledge of: basic accounting terminology and principles of cost accounting; principles of commercial accounting; internal and external audit principles and procedures; double entry bookkeeping procedures; various kinds of financial statements; accounting ratios; data processing systems and programming; the ability to: read, interpret, and analyze complex written material; make basic mathematical calculations and to calculate interest income or interest expense such as determining yields on treasury bills; principles of proper English usage, punctuation, and grammar; deal tactfully and effectively with others; and other necessary knowledge, skills, and abilities.

At the time of the written test, candidates will be required to prepare some written material in response to a problem related to the duties of a Utility Accountant. This material will not be scored separately, but will be presented to the interview board for consideration in the overall evaluation of the candidates during the interview.

Candidates will be notified later by mail of the time and location of the qualifying written test and advisory essay which will be administered in a single half-day session on **SATURDAY, APRIL 5, 2014** in Los Angeles.

### **Passing Score for the Qualifying Written Test**

The passing score for the qualifying written test will be determined by Personnel Department staff after the written test is administered. Consideration will be given to the number of candidates taking the test and the existing and anticipated number of vacancies, such that there are a sufficient number of eligibles on the list to satisfy current and future vacancies for the next two years. **Therefore, the passing score for the qualifying written may be set either above or below 70%.**

The examination score will be based entirely on the interview. Candidates must achieve a passing score on the qualifying written test in order to be called for the interview. Candidates will be notified later of the date, time and place of their interview, which will be held in Los Angeles.

In the interview, candidates may be examined for knowledge of: basic accounting terminology and principles of cost accounting; principles of commercial accounting; internal and external audit principles and procedures; research and resource materials for input in reports or documents; double entry bookkeeping procedures, including debits, credits and accrual bases; procedures for classifying, recording, summarizing and reconciling transactions and events in an accounting cycle; various kinds of financial statements; accounting ratios; data processing systems and programming; the ability to: work under pressure of time, conflicting demands and unexpected difficulties; work neatly, accurately, and independently when performing and completing assignments; communicate orally on a one-to-one and one-to-group basis for the purpose of providing and receiving information; communicate in writing, clearly, concisely, logically, and accurately using proper grammar and syntax to complete memos, narratives, collection letters, financial reports and synopses of grant proposals; deal tactfully and effectively with co-workers, supervisors, personnel of other departments and the public; and other necessary knowledge, skills, and abilities.

### **NOTES:**

1. This examination is based on a content validation study.
2. As a covered entity under the Fair Employment and Housing Act and Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and upon request, will provide reasonable accommodations to ensure equal access to its programs, services, and activities. To request a disability accommodation, please complete the Disability Accommodation Form within 14 calendar days of the submittal of the City application. The Disability Accommodation Form can be obtained at [http://per.lacity.org/exams/verify\\_disability.pdf](http://per.lacity.org/exams/verify_disability.pdf).
3. Applications are accepted subject to review to ensure that minimum qualifications are met. Candidates may be disqualified at any time if it is determined that they do not possess the minimum qualifications stated on this bulletin.
4. A final average score of 70% is required in the interview to be placed on the eligible list.
5. Some positions may require a valid California driver's license prior to appointment. Applicants will be disqualified and not eligible for hire if within the past 36 months they were convicted of a major moving violation, such as driving under the influence of alcohol and/or drugs, and may be disqualified if there are three or more moving violations and/or at-fault accidents within the past 36 months.

### **Notice:**

*If you receive and accept an offer of employment to a regular position with the City of Los Angeles, your employee benefit coverage (including health and dental coverage as well as life insurance) will commence approximately six weeks after your original regular appointment. Not all positions in the City receive benefit coverage; you should inquire regarding the availability of employee benefits prior to accepting a position.*

### **THIS EXAMINATION IS TO BE GIVEN ONLY ON AN OPEN COMPETITIVE BASIS**

The City of Los Angeles does not discriminate on the basis of race, religion, national origin, sex, age, marital status, sexual orientation, gender identity, gender expression, disability, creed, color, ancestry, medical condition (cancer), or Acquired Immune Deficiency Syndrome.