



City of Los Angeles

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City of Los Angeles Personnel Department

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SENIOR UTILITY ACCOUNTANT

Class Code: 1521

Open Date: 03-28-14

ANNUAL SALARY

\$76,107 to \$94,565; \$80,910 to \$100,516; \$88,572 to \$110,058; \$96,757 to \$120,206; and \$108,054 to \$134,279. Candidates from the eligible list are normally appointed to vacancies in the lower pay grade positions.

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.

DUTIES

A Senior Utility Accountant assigns, reviews and evaluates the work of professional accounting and clerical employees engaged in the preparation and maintenance of accounting records, budgetary controls, financial records, and statistical reports; performs difficult and responsible accounting, finance, and auditing work; conducts credit and financial analyses; performs risk control compliance monitoring and reporting; conducts cost and investment studies; performs auditing and analyses of books, records, physical properties and internal controls; and formulates financial services related policies and procedures in the Department of Water and Power; and applies sound supervisory principles and techniques in building and maintaining an effective work force and fulfills equal employment opportunity responsibilities.

REQUIREMENT

Two years of full-time paid professional accounting or auditing experience with the City of Los Angeles in a class at least at the level of Utility Accountant.

NOTES:

1. Applicants who lack six months or less of the required experience may file for this examination. However, they cannot be appointed until the full experience requirement is met.
2. Some positions may require a valid California driver's license. Candidates may not be eligible for appointment to these positions if their record within the last 36 months reflects three or more moving violations and/or at-fault accidents, or a conviction of a major moving violation (such as DUI)

WHERE TO APPLY

Applications will only be accepted on-line. **When you are viewing the on-line job bulletin of your choice, simply scroll to the top of the page and select the "Apply" icon.** On-line job bulletins are also available at <http://agency.governmentjobs.com/lacity/default.cfm?promotionaljobs=1> for Promotional Examinations.

NOTES:

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

APPLICATION DEADLINE

Applications must be received by **THURSDAY, APRIL 10, 2014.**

SELECTION PROCESS

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

Examination Weights: Written Test	50%
Interview	50%

The examination will consist of a weighted written test and an interview. In the written test, which will be comprised entirely of essay questions, candidates may be examined for the knowledge of: basic budgetary principles; Federal Energy Regulatory Commission (FERC), Public Utilities Commission (PUC), and Department of Water and Power system of accounts; benefits and risks related to hedging; variance analysis principles; Board of Commissioners resolutions impacting accounting and financial planning; the ability to: apply accounting principles to complex problems encountered by the Department; comprehend and analyze the functions, objectives and internal controls of an organization to be audited; analyze financial statements; write accurately and concisely using proper English, punctuation, and grammar; explain a variety of accounting and financial matters to non-accountants; and other necessary knowledge, skills, and abilities.

In the interview, emphasis will be placed on the candidate's experience, training, and personal qualifications as they provide the knowledge of: basic data processing concepts and applications; variance analysis principles; supervisory principles and practices including Equal Employment Opportunity; the ability to: apply accounting principles to complex problems encountered by the Department; read and interpret complex documents and manuals used by the Department of Water and Power; comprehend and analyze the functions, objectives and internal controls of an organization to be audited; explain a variety of accounting and financial matters to non-accountants; deal tactfully and effectively with the public and employees; and other necessary knowledge, skills, and abilities.

Candidates will be notified later by mail of the time and location of the written test which will be administered in a single half-day session on **SATURDAY, JUNE 7, 2014**, in Los Angeles.

NOTES:

1. This examination is based on a validation study, and as provided by Civil Service Commission Rule 4.20, the written test will not be subject to candidate inspection.
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.
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. Unless otherwise stated, in promotional examinations a minimum score of 65% in a weighted written test, including seniority credits added to your examination grade at the rate of 0.25 of a point for each year of continuous classified City service, is necessary in order to be called for subsequent portions of the examination.
5. A final average score of 70% is required to be placed on the eligible list.
6. You must have received a regular appointment to a City position or be on a reserve list to file on a promotional basis.

THIS EXAMINATION IS TO BE GIVEN ONLY ON AN INTERDEPARTMENTAL PROMOTIONAL 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.