



City of Los Angeles

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City of Los Angeles Personnel Department

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SENIOR ACCOUNTANT

Class Code: 1523

Open Date: 01-02-15

(Exam Open to Current City Employees)

ANNUAL SALARY

\$58,944 to \$86,130 and \$63,767 to \$93,229

NOTE:

The current salary range is subject to change. You may confirm the starting salary with the hiring department before accepting a job offer.

DUTIES

A Senior Accountant plans, assigns, reviews and evaluates the work of a group of accountants engaged in preparing, maintaining and analyzing City financial records and reports; reviews and recommends changes to accounting procedures and systems and their related electronic information systems; conducts internal and/or external auditing work; may personally perform the more difficult or complex accounting work; routinely exercises independent judgment involving interpretation of accounting principles and procedures; may be responsible for all accounting work in a small department or for a particular phase of accounting in a larger accounting organization; 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 financial auditing experience with the City of Los Angeles in a class at the level of Accountant.

NOTE:

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.

NOTE:

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, JANUARY 15, 2015.**

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

SELECTION PROCESS

Examination Weights:	Written Test	Qualifying
	Essay	Advisory
	Interview	100%

The written test will consist of multiple-choice questions by which candidates may be examined for knowledge of: principles, practices and procedures of commercial accounting, cost accounting, governmental accounting and auditing, double-entry bookkeeping and account classifications; asset depreciation and inventory valuation; working paper preparation; the City's financial structure, accounting and payroll systems; investment, bond accounting, and purchase, sale and exchange of securities; commercial accounting and public finance methods, including budget and grant administration and the City's financial systems; Generally Accepted Accounting Principles (GAAP) and its application to governmental accounting; office procedures and administration; electronic information systems; proper English grammar; supervisory principles and techniques and the City's personnel rules and policies, including principles of equal employment opportunity; ability to read and apply guidelines, such as the City Charter, Administrative Code and Department Budget Manual, used as resources in properly completing assignments; read and comprehend contracts, financial statements, council actions, board resolutions, and other documents used in the City's accounting work; forecast revenue and expenses sufficient to assist in budget preparation; and other necessary skills, knowledge, and abilities.

Passing Score for Qualifying Written Test

Candidates must achieve a passing score in the qualifying written test in order to be invited to the interview. The passing score for the qualifying written test will be determined by Personnel Department staff after the qualifying 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 multiple-choice written test may be set either above or below 70%.**

On the same day as the qualifying written test, candidates will also be required to prepare some written material in response to a problem related to the activities of a Senior Accountant. This essay material will not be scored separately, but will be presented to the interview board for discussion with the candidates and for consideration in the overall evaluation of the candidates during the interview. Candidates who do not complete the advisory essay will not be invited to the interview and will be considered to have failed the entire examination.

In the interview, emphasis will be placed on the nature and adequacy of the candidate's experience and training as they have provided the background necessary to perform Senior Accountant work, including an understanding of sound supervisory principles and techniques; oral communication skills; ability to: work independently; interact effectively with a wide variety of individuals; exercise initiative and innovation; adapt to new computer technology; and other necessary skills, knowledge, and abilities.

Candidates will be notified later by e-mail of the time and location of the written test and advisory essay, both of which will be administered in a single half-day session on **SATURDAY, MARCH 7, 2015**, 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. Applications are accepted subject to review to ensure that minimum qualifications are met. Candidates may be disqualified at any time it is determined they do not possess the minimum qualifications stated on this bulletin.
3. 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.
4. Seniority credit at the rate of 0.25 of a point for each year of continuous service will be added to the weighted test score of each candidate.
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.