



City of Los Angeles

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City of Los Angeles Personnel Department

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PRINCIPAL ACCOUNTANT

Class Code: 1525

Open Date: 10-24-14

ANNUAL SALARY

\$73,288 to \$107,156 and 77,339 to \$113,086

Candidates from the eligible list are normally appointed to vacancies in the lower pay grade positions.

DUTIES

A Principal Accountant directs or assists in directing the accounting and auditing work of a large City department or major unit of the central accounting and auditing office of the City; 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 Senior Accountant.

NOTES:

1. Candidates must achieve a passing score in the qualifying Training and Experience Evaluation in order to be called for the subsequent portions of the examination.
2. In addition to the regular City application, all applicants must complete a Principal Accountant Training and Experience Questionnaire at the time of filing. The Principal Accountant Training and Experience Questionnaire is located within the Supplemental Questions Section of the City application. Applicants who fail to complete the Principal Accountant Training and Experience Questionnaire will not be considered further in this examination, and their application will not be processed.
3. Applicants who lack six months or less of the required experience may file for the examination. However, they cannot be appointed until the full experience requirement is met.
4. 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. 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 at the time of filing for you to be considered a candidate in this examination.

APPLICATION DEADLINE

Applications and Training and Experience Questionnaires must be received by **THURSDAY, NOVEMBER 6, 2014.**

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

SELECTION PROCESS

Examination Weight: Training and Experience Evaluation Qualifying
Interview 100%

The examination will consist of a qualifying Training and Experience Questionnaire and an interview. In the qualifying Training and Experience Questionnaire candidates may be evaluated on their knowledge, experience, professional background, personal qualifications and abilities, including knowledge of: theory and practice of governmental and commercial accounting in accordance with Generally Accepted Accounting Principles (GAAP); auditing principles and practices in accordance with Generally Accepted Auditing Standards (GAAS); requirements of the Governmental Accounting Standards Board (GASB) and the Financial Accounting Standards Board (FASB); supervisory principles and practices, including directing, coordinating and motivating subordinate personnel; and the ability to prepare and analyze financial documents, statements and reports; maintain employee morale and productivity; and other necessary skills, knowledge and abilities.

The qualifying Training and Experience Questionnaires and City employment applications of all candidates will be submitted to an expert review panel for evaluation. The expert review panel will assign a numeric score to each candidate based on an assessment of each candidate's qualifications as described on the qualifying Training and Experience Questionnaire. Unsolicited supplement information will not be submitted to the expert review panel.

PASSING SCORE FOR QUALIFYING TEST

The passing score for the qualifying test will be determined by Personnel Department staff after the close of the filing period. Consideration will be given to the number of candidates taking the test and existing 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 Training and Experience Questionnaire may be set either above or below 70%.**

All candidates who pass the qualifying test will be invited to participate in the interview.

In the interview, emphasis may be placed on the nature and adequacy of the candidate's experience and training as they demonstrate the knowledge of: theory and practice of governmental and commercial accounting in accordance with Generally Accepted Accounting Principles (GAAP); the requirements of the Governmental Accounting Standards Board (GASB) and the Financial Accounting Standards Board (FASB); the Internal Control Certification Program (ICCP) and single audit requirements; cost accounting methods and procedures; auditing principles and practices in accordance with Generally Accepted Auditing Standards (GAAS); the laws and ordinances relating to the financial administration of City government; computer and software applications as they apply to accounting operations; supervisory principles and practices, including planning, delegating, controlling, training, evaluating performance, counseling, disciplining subordinate personnel; relevant City Personnel Department rules, policies and procedures, including Equal Employment Opportunity; and the ability to plan and conduct internal and external audits of accounting records; prepare complex financial statements and reports; plan and supervise the work of professional and clerical accounting personnel, establish and maintain employee morale and productivity; prepare comprehensive written reports related to a wide variety of job-related issues; communicate orally with others on a one to one or one to group basis; deal tactfully and effectively with others, exercising good judgment; and other necessary skills, knowledge and abilities.

Candidates will be notified by e-mail of the date, time, and location of the interview, which will be held in Los Angeles. It is anticipated that interviews will begin during the period of **JANUARY 26, 2015 to FEBRUARY 6, 2015**.

NOTES:

1. 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.
2. 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.
3. A final average score of 70% in the interview portion of the examination is required to be placed on the eligible list.
4. You must have received a regular appointment to a City position or be on a reserve list to file on a promotional basis.
5. 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.

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.