



City of Los Angeles

A great place for a career

City of Los Angeles Personnel Department

per.lacity.org

DEPARTMENTAL CHIEF ACCOUNTANT

Class Code: 1593

Open Date: 11-28-14

ANNUAL SALARY

\$95,108 to \$118,160; \$100,370 to \$124,695; \$117,972 to \$146,578 and \$127,347 to \$158,208.

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 Departmental Chief Accountant plans and directs the commercial and governmental accounting activities for a City department, including such areas as auditing, billing, collections, cash management, investing, cost accounting, accrual accounting, grant accounting, financial report preparation and analysis, and bond financing for capital construction; or assists in planning and directing this work; guides and directs staff in the implementation and application of financial systems; 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 experience in a class at the level of Principal Accountant with the City of Los Angeles, directing the work of a professional accounting or auditing staff.

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. For work experience gained outside the City of Los Angeles to be considered at the appropriate level, six years of full-time paid professional experience performing accounting or auditing work is required; two of the required six years of professional experience must be in a supervisory capacity directing staff in such work. (Applicants must list their supervisory experience and dates separately on their application.)
3. For qualifying work experience gained outside of the City of Los Angeles, the term "professional experience" applies to positions that require possession of a degree from a recognized four-year college or university in order to obtain that position. Therefore, to be considered "professional," non-City qualifying experience must be gained in positions after obtaining a four-year degree.

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, DECEMBER 11, 2014.**

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

SELECTION PROCESS

Examination Weight: Interview. 100%

The examination will consist entirely of an evaluation of personal and professional qualifications by interview. In the interview, emphasis may be placed on the adequacy and nature of the candidate's experience, training, and personal qualifications, including knowledge of: commercial and governmental accounting theory; auditing and cost accounting methods and procedures; public finance concepts and administration; insurance policies; City accounting system and financial structure; the Charter, laws and ordinances relating to the financial administration of City departments; City Personnel rules, policies, and procedures; information technology used in the maintenance of accounting records; capital construction financing techniques; principles of supervision; the laws and regulations relating to equal employment opportunity; ability to plan, organize, and direct the work of a large accounting division and supervise professional, technical, and clerical personnel; deal tactfully and effectively with governmental officials, management, subordinates and the public; and other necessary skills, knowledge, and abilities.

Candidates will be notified later by e-mail of the time and location of the interview, which will be held in Los Angeles. It is anticipated that interviews for this examination will begin during the period of **FEBRUARY 2, 2015 through FEBRUARY 13, 2015**.

NOTES:

1. Appointments to this class are subject to a one-year probationary period under the provisions of Section 1011 of the Los Angeles City Charter.
2. Candidates will accrue seniority credit at the rate of 0.10 of a point for each year of service in those classes, which provide qualifying experience for this position. A maximum of one point will be added to the score of those candidates.
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. 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.
5. A final average score of 70% on the interview 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.
7. If in accordance with the Rule of Three Whole Scores all applicants are eligible for appointment consideration, the examination will consist entirely of an evaluation of the candidate's City employment application by Personnel Department staff to ensure that the minimum requirements are met.

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.