



City of Los Angeles

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City of Los Angeles Personnel Department

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CAMPUS INTERVIEWS ONLY UTILITY ACCOUNTANT

Class Code: 1511

Open Date: 05-20-16

REVISED: 12-20-16

(Exam Open to All, including Current City Employees)

ANNUAL SALARY

\$68,736 to \$85,420; \$70,302 to \$87,341; \$72,161 to \$89,658; \$75,376 to \$93,625; and \$81,348 to \$101,059

NOTES:

1. Candidates from the eligible list are normally appointed to vacancies in the lower pay grade positions.
2. **For information regarding reciprocity between the City of Los Angeles departments and LADWP, go to http://per.lacity.org/Reciprocity_CityDepts_and_DWP.pdf.**
3. 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 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/MINIMUM QUALIFICATION

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

PROCESS NOTES

1. College seniors who are within six months of graduation from an accredited four-year college or university may apply. However, you cannot be appointed until you have completed all your course work including the 24 semester units or 36 quarter units described in the Requirement. Successful candidates will be notified of degree verification procedures.
2. Applicants must attach transcripts with relevant accounting course work clearly marked or must list the specific accounting course completed on a separate sheet of paper and attach it to the application. The attachment must include your name, the last four digits of your Social Security Number, each course title, the number of units (semester or quarter), date completed and name of school.
3. 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

1. Make an appointment through the placement office of the school with which you are affiliated to interview with the City of Los Angeles recruiters should they visit your campus.
2. Those individuals who are not currently affiliated with participating schools may participate in the examination when applications are accepted through the City's on-line application process. If the examination is not open for filing at the time of your visit, you are encouraged to complete and submit a notification card by visiting the website at <https://www.governmentjobs.com/careers/lacity/classspecs> so that you may be advised when applications will be accepted.

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

APPLICATION DEADLINE

For administrative purposes, filing may close periodically and reopen the following day. This examination may be closed without prior notice at any time after a sufficient number of applications have been received.

SELECTION PROCESS

After meeting minimum qualifications, candidates will be scheduled for the following:

Examination Weights: Interview100%

The examination will consist entirely of an evaluation of personal and professional qualifications by interview. In the interview, emphasis will be placed on your background and education as they have provided knowledge of: principles of commercial and cost accounting; procedures for classifying, recording, summarizing and reconciling transactions and events in an accounting cycle; available resource and research materials, such as AICPA opinions; various kinds of financial statements; accounting ratios; terminology, procedures and programs used when preparing accounting material for data processing and data processing systems; ability to read, interpret, and analyze complex materials; work under pressure of time; and willingness to learn new or different work methods; work independently; communicate effectively individually or in a group settings; work effectively with co-workers, supervisors, and other department personnel; and other necessary skills, knowledge, and abilities.

NOTES:

- 1. This examination is based on a validation study.
- 2. You may take the Utility Accountant interview only once every 365 days from the date you are added to the eligible list. If you have taken the Utility Accountant interview in a campus environment, a special recruitment event, or during an open filing period in the Personnel Department within the last 12 months, you may not file for this examination at this time.
- 3. Your name may be removed from the open competitive list after six months.
- 4. 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.
- 5. 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.
- 6. A final average score of 70% is required to be placed on the eligible list.
- 7. Your rank on the employment list may change throughout the year as the scores of candidates from other administrations of this examination are merged onto one list.
- 8. At the time of your interview, you must present a valid, State or Federal issued photo identification card.
- 9. In accordance with Civil Service Rule, Sec. 4.24, review period may be combined. Candidates in the examination process may file protests as provided in Sec. 4.20, 4.22 and 4.23 as applicable and within the required time frame; however, the Personnel Department may respond to and resolve protests prior to the establishment of the eligible list.

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.