

County of Santa Cruz

INVITES YOU TO APPLY FOR:



ACCOUNTING TECHNICIAN

Supplemental Questionnaire Required

Open and Promotional
Job # 23-CH7

Salary: \$5,323– 6,739 / Month

Closing Date: Continuous

LAST DATE TO APPLY: Continuous – Applicants are encouraged to apply as soon as possible. This recruitment may close once a sufficient number of qualifying applications have been received.

THE JOB: Under direction, perform responsible paraprofessional accounting work which entails the continuing application of technical accounting principles and procedures which require considerable interpretive ability and judgment; and do related work as required. **The current vacancy is in the Auditor-Controller's Office. The eligible list established from this recruitment will be used to fill current and future vacancies county-wide during the life of the eligible list. The option for remote work may be available based on the type of work and operational needs.**

THE REQUIREMENTS: Any combination of training and experience that would provide the required knowledge and abilities is qualifying. A typical way to obtain these knowledge and abilities would be:

Three years of responsible clerical accounting experience at the journey or higher level that demonstrates application or possession of the required knowledge and abilities. Formal education in bookkeeping or accounting of up to one year may be substituted for the required experience on an hour-for-hour basis.

Knowledge: Thorough knowledge of accounting clerical methods, practices and terminology. Working knowledge of office procedures and practices; basic cost and fund accounting practices; the principles and practices of bookkeeping; and automated and manual bookkeeping systems. Some knowledge of budgetary processes and procedures.

Ability to: Independently perform complex and highly responsible clerical accounting work requiring the exercise of interpretive ability and judgment on a regular basis; understand and interpret the principles, laws and procedures involved in the bookkeeping and auditing functions; devise and adapt work procedures and record keeping system to meet changing needs; understand the relationships among accounting records and documents for recording and reporting purposes; reconcile differences within the record keeping system using mathematical skills and understanding of the record keeping system and related transactions; learn and apply the legal requirements and accounting system related to a particular assignment; establish and maintain cooperative relationships with the public and others



contacted in the course of work; utilize computerized systems to enter, retrieve and perform basic analysis of data; spell correctly and use correct business English; write neatly and legibly; interpret and apply pertinent sections of the Government Code, Streets and Highway Code, Welfare and Institutions Code and Revenue and Taxation Code may be required for certain positions; and supervise the work of subordinate clerical employees may be required for certain positions.

THE EXAMINATION: Your application and supplemental questionnaire will be reviewed to determine if you have met the education, experience, training and/or licensing requirements as stated on the job announcement. If you meet these criteria and are one of the best qualified, you may be required to compete in any combination of written, oral and/or performance examinations or a competitive evaluation of training and experience as described on your application and supplemental questionnaire. You must pass all components of the examination to be placed on the eligible list. The examination may be eliminated if there are ten or fewer qualified applicants. If the eligible list is established without the administration of the announced examination, the life of the eligible list will be six months and your overall score will be based upon an evaluation of your application and supplemental questionnaire. If during those six months it is necessary to administer another examination for this job class, you will be invited to take the examination to remain on the eligible list.

HOW TO APPLY: Apply online at www.santacruzcountyjobs.com or mail/bring an application and supplemental questionnaire to: Santa Cruz County Personnel Department, 701 Ocean Street, Room 510, Santa Cruz, CA 95060. For information, call (831) 454-2600. Hearing Impaired TDD/TTY: 711. Applications will meet the final filing date if received: 1) in the Personnel Department by 5:00 p.m. on the final filing date, 2) submitted online before midnight of the final filing date.

Women, people of color and people with disabilities are encouraged to apply. If you have a disability that requires test accommodation, please call (831) 454-2600.

To comply with the 1986 Immigration Reform and Control Act, Santa Cruz County verifies that all new employees are either U.S. citizens or persons authorized to work in the U.S.

Some positions may require fingerprinting and/or background investigation.

ACCOUNTING TECHNICIAN – SUPPLEMENTAL QUESTIONNAIRE

The supplemental questions are designed specifically for this recruitment. Applications received without the required supplemental information will be screened out of the selection process. Employment experiences referred to in your response must also be included in the Employment History section of the application.

NOTE: Please answer the question(s) below as completely and thoroughly as possible, as your answer(s) may be used to assess your qualifications for movement to the next step in the recruitment process.

1. Describe your experience using excel spreadsheets to perform tasks such as daily cash balancing or bank reconciliations. Include your experience identifying and analyzing errors and resolving problems that might occur in these types of areas.
2. Discuss your experience with reading and interpreting legal documents or governmental regulations, policies, or laws and how it was applied.
3. Describe your experience working with the public in resolving problems, responding to complaints, and communicating complicated information.

EMPLOYEE BENEFITS:

ANNUAL LEAVE – 22 days first year, increasing to 37 days after 15 years of service. Available for vacation and/or sick leave.

HOLIDAYS – 14 paid holidays per year.

BEREAVEMENT LEAVE – 3 days paid in California, 5 days paid out-of-state.

MEDICAL PLAN – The County contracts with CalPERS for a variety of medical plans. For most plans, County contributions pay a majority of the premiums for employees and eligible dependents.

DENTAL PLAN – County pays for employee and eligible dependent coverage.

VISION PLAN – County pays for employee coverage. Employee may purchase eligible dependent coverage.

RETIREMENT – Pension formula 2% at age 60 or 2% at age 62 as determined based on provisions of the CA Public Employees' Pension Reform Act of 2013(PEPRA). Pension benefit determined by final average compensation of three years. County participates in Social Security.

LIFE INSURANCE – County paid \$20,000 term policy. Employee may purchase additional life insurance.

DISABILITY INSURANCE – Employees in the General Representation Unit participate in the State Disability Insurance (SDI) program. This program is funded 100% by employee payroll deductions.

DEPENDENT-CARE PLAN – Employees who make contributions for child or dependent care may elect to have their contributions made utilizing "pre-tax dollars."

H-CARE PLAN – Employees who pay a County medical premium may elect this pre-tax program.

HEALTH CARE FLEXIBLE SPENDING ALLOWANCE (HCFA) – Employees may elect this pre-tax program to cover qualifying health care expenses.

DEFERRED COMPENSATION – A deferred compensation plan is available to employees.

Note: Provisions of this bulletin do not constitute an expressed or implied contract.

County of Santa Cruz

www.santacruzcountyjobs.com

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