

County of Santa Cruz

INVITES YOU TO APPLY FOR:



ACCOUNTANT II

Supplemental Questionnaire Required
Open and Promotional
Job # 23-UB4

Salary: \$6,172– 7,805 / 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, to perform professional accounting and fiscal work including establishing and maintaining fiscal records and preparing accounting, statistical and narrative reports; to analyze the need and requirements for and to develop new accounting systems, and to improve existing accounting systems; and to do other work as required. **The current vacancy is in the Auditor-Controller's Office. The list established from this recruitment will be used to fill the current vacancy and any future vacancies during the life of the 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 which would provide the required knowledge and abilities is qualifying. A typical way to obtain these knowledge and abilities would be:

Possession of a baccalaureate degree from an accredited college or university in business administration, finance, accounting or a closely related field, which must have included at least 12 semester or 18 quarter units from among the following accounting courses: Principles of Accounting, Intermediate Accounting, Advanced Accounting, Governmental Accounting, Fund Accounting, Cost Accounting, Auditing, Financial Accounting or Managerial Accounting **AND** at least two years of experience performing duties comparable to an Accountant I in Santa Cruz County.

OR

Possession of a Certified Public Accountant Certificate **AND** at least two years of experience performing duties comparable to an Accountant I in Santa Cruz County.

OR

At least 12 semester or 18 quarter units from the above listed accounting courses **AND** at least two years of experience as an Accountant I for Santa Cruz County. **Please provide transcripts if units are to be used to determine eligibility.**



SPECIAL REQUIREMENTS/CONDITIONS: Background Investigation: Fingerprinting is required.

Knowledge: Working knowledge of accounting principles, practices and procedures; business law; the application of data processing to accounting operations; and governmental accounting principles and practices. Some knowledge of auditing principles and practices; office practices and systems; and governmental budgetary operations.

Ability to: Learn to perform a wide variety of governmental accounting work; analyze and evaluate accounting problems and take appropriate action; communicate clearly and concisely, orally and in writing; develop pertinent accounting and related data to prepare reports and statements; establish and maintain effective working relationships with others; learn to operate a personal computer, or computer terminal; design programs to store, retrieve and analyze data; effectively perform a variety of general governmental and cost accounting assignments, including the preparation of required reports and financial statements; design and implement the less complex accounting system modifications; and analyze and evaluate the more difficult accounting problems and take appropriate action.

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.

ACCOUNTANT II - 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 in cost accounting and revenue or expenditure analysis. Please provide specific examples.
2. Describe your experience assisting in budget preparation and year-end close.
3. Describe your experience performing reconciliations between subsidiary records and the general ledger.
4. Please list semester or quarter units you have completed in Accounting. Principles of Accounting, Intermediate Accounting, Advanced Accounting, Governmental Accounting, Fund Accounting, Cost Accounting, Auditing, Financial Accounting or Managerial Accounting. **Please provide transcripts if units are to be used to determine eligibility** fax or email to (831) 454- 2241 or Personnel@santacruzcounty.us

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 (HCFSA) - 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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