

# County of Santa Cruz

INVITES YOU TO APPLY FOR:



## SENIOR ACCOUNTING TECHNICIAN

Supplemental Questionnaire Required

Open and Promotional

Job # 23-CH8-01

Salary: \$5,713 - 7,221 / Month

Closing Date: Monday, April 3, 2023

**THE JOB:** Under direction, to perform highly complex and responsible paraprofessional accounting work with a considerable consequence of error; and to do related work as required. **The current vacancy is with the Payroll Division of the Auditor-Controller's Office but will be used to fill other vacancies for the life of the eligible list.**

**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:

Four years of responsible clerical accounting experience at the journey person or higher level or one year of experience equivalent to an accounting technician with the County of Santa Cruz that demonstrates application or possession of the required knowledge and abilities. Formal education in bookkeeping or accounting of up to two years may be substituted for the required experience on an hour-for-hour basis.

**Special Requirements:** Background Investigation: Fingerprinting is required for certain positions in this class.

**Knowledge:** Thorough knowledge of the principles and practices of bookkeeping; technical accounting methods, practices and terminology; and office procedures and practices. Working knowledge of basic cost and fund accounting practices; budgetary processes and procedures; and automated and manual bookkeeping systems. Some knowledge of accounting practices and principles; and principles of supervision and training may be required for some positions.

**Ability to:** Independently perform complex and highly responsible technical accounting work requiring the exercise of considerable interpretative 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; utilize computerized systems to enter, retrieve and perform basic analysis of data; establish and maintain cooperative relationships with the public and others contacted in course of work; 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 paraprofessional accounting and/or 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](http://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.

### **SENIOR 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. Please explain how your education and/or work experience qualifies you for the position of Senior Accounting Technician.

**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.**

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[www.santacruzcountyjobs.com](http://www.santacruzcountyjobs.com)

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