



City of Long Beach Employment Opportunity

ACCOUNTANT

Job Number: C01AN-19

SALARY: \$1,911.68 - \$3,336.84 Biweekly

OPENING DATE: 11/30/18

CLOSING DATE: 12/14/18 04:30 PM

DESCRIPTION:



Accepting online applications only. Apply online 24 hours a day, November 30, 2018 through 4:30 p.m., December 14, 2018.

Current vacancies are with Financial Management and Harbor Departments. Other departments that use this classification are Airport, Energy Resources, Health and Human Services, and Water.

EXAMPLES OF DUTIES: **EXAMPLES OF DUTIES:** Under general supervision, performs increasingly difficult and responsible accounting functions, statistical analyses, and interpretations of information in the preparation and evaluation of financial reports, records, transactions, accounting systems and procedures; categorizes, posts, analyzes, and reconciles revenues and expenditures to proper accounts; ensures proper accounting for capital assets and expense and revenue accruals; analyzes budget variances, projects estimated expenses, and prepares budget adjustments; prepares financial statements; prepares financial forecasts based on defined assumptions for revenue, expenditures, and cash flow; prepares financial and statistical reports for management, federal, state, and regional utility agencies, and the public; may perform accounting functions specific to grant funded programs; reads, interprets and assists in implementing federal, state and local accounting requirements and guidance; may assist in the preparation of the annual budget; may supervise, train, and evaluate subordinate personnel; may conduct internal and external audits; may interpret and implement leasing agreements for billing and collection; and performs other related duties as required.

REQUIREMENTS TO FILE:

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Applicants must meet option A, B, C, or D:

A. Bachelor's Degree from an accredited college or university in Accounting **(proof required)***.

OR

B. Bachelor's Degree from an accredited college or university in Business Administration, Finance or a closely related field and the completion of a minimum of 18 units in Accounting **(proof required-college transcripts)***.

OR

C. Bachelor's Degree from an accredited college or university in an unrelated field of study and three years of (paid, full-time equivalent) experience as an Accountant in a federal, state or local public agency **(proof required)***.

OR

D. A current Board of Accountancy Certified Public Accountant (CPA) certificate **(proof required)***.

Additional Requirements to File:

- Proficiency in the operation of a personal computer including a working knowledge of spreadsheets.
- Knowledge of Generally Accepted Accounting Principles (GAAP) and practices.
- Some positions may require overtime, weekend and/or holiday hours.
- A valid driver's license may be required by the hiring department.

***Required documents, such as transcripts or certificates, must be uploaded to the application at the time of filing. Any proofs submitted must contain either the applicant's name or other identifying characteristic on the form. Degree must indicate the field of study and transcripts must indicate field of study and degree conferred date. Candidates who possess degrees from colleges or universities from outside the United States must attach proof of educational equivalency at the time of filing.**

DESIRABLE QUALIFICATIONS: Knowledge of financial and managerial statement preparation and analysis, government grants and project accounting; experience in enterprise wide financial software database programs; knowledge of Microsoft Office Suite.

SELECTION PROCEDURE:

EXAMINATION WEIGHTS:

| | |
|--|------------|
| Application Packet..... | Qualifying |
| Online Occupational Written Test | Qualifying |

(Battery operated calculator permitted)

The online written test will be waived for candidates demonstrating proof of a current Board of Accountancy Certified Public Accountant certificate (CPA). Proof of CPA certificate must be uploaded to the application at the time of filing.

A minimum rating of 70 must be attained in the examination in order to be placed on the eligible list. This is a continuous eligible list and it will expire in six months. Applicants receiving Veteran's Credit will be placed on the eligible list first and then in the order in which applications were filed.

The written test will be administered online. The test is tentatively scheduled on January 9, 2018 and candidates will receive an email if they meet the minimum requirements to take the test. If you do not receive notification by January 8, 2018, please contact the Civil Service Department at (562) 570-6202.

In support of the City's Language Access Policy, bilingual skills (Spanish, Khmer, or Tagalog) are desirable for some positions interacting with the public.



This information is available in an alternative format by request at (562) 570-6202. If special accommodation is desired, please contact the Civil Service Department two (2) business days prior to the test at (562) 570-6202. For hearing impaired, call (562) 570-6638.

An Equal Opportunity Employer.

J.O.B. CO1AN-19 SV:ACCOUNTANT

12/5/18

This information is available in an alternative format by request at the agency contact on the bulletin. If a special accommodation is desired, please contact the agency two (2) business days prior to the test, if applicable.

An Equal Employment Opportunity

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.governmentjobs.com/careers/longbeach>

Position #CO1AN-19
 ACCOUNTANT
 SV

Civil Service Department
 333 W. Ocean Blvd., 7th Fl
 Long Beach, CA 90802
 (562) 570-6202

civilservice@longbeach.gov

ACCOUNTANT Supplemental Questionnaire

- * 1. **I. INSTRUCTIONS:** The purpose of this supplemental application is to derive more specific information about the qualifications of applicants for this position. Be specific and detailed in your responses. Do not leave any questions unanswered. Resumes will not be considered as part of the Civil Service application process and may not be substituted in lieu of the completed application or supplemental applications. Do you understand the information stated above?
- Yes No
- * 2. **II. REQUIREMENTS TO FILE** Indicate under which of the following options you qualify for the Accountant position:
- Option A: Bachelor's Degree from an accredited college or university in Accounting (proof required)*.
- Option B: Bachelor's Degree from an accredited college or university in Business Administration, Finance or a closely related field and the completion of a minimum of 18 units in Accounting (proof required-college transcripts)*.
- Option C: Bachelor's Degree from an accredited college or university in an unrelated field of study and three years of (paid, full-time equivalent) experience as an Accountant in a federal, state or local public agency (proof required)*.
- Option D: A current Board of Accountancy Certified Public Accountant (CPA) certificate (proof required)*.
- Option E: I do not have any of the options listed above. Selecting this option will disqualify me from this position.
- * 3. Do you have proficiency in the operation of a personal computer including a working knowledge of spreadsheets?
- Yes No
- * 4. Do you have knowledge of Generally Accepted Accounting Principles (GAAP) and practices?
- Yes No

- * 5. Some positions may require overtime, weekend and/or holiday hours. Do you understand the statement listed above?
 Yes No

- * 6. A valid driver's license may be required by the hiring department. Do you understand the statement listed above?
 Yes No

- * 7. **III. EXPERIENCE** If you selected Option C in Question #2, briefly describe your three years of paid, full-time equivalent experience as an Accountant in a federal, state or local public agency. Include in your answer: 1) Name of Employer(s); 2) Job Title(s); 3) Hours worked; 4) Dates employed; 5) Job Duties. If you do not have experience or did not choose option C, please type N/A.

- * 8. Describe any additional professional or educational experience that highlights your qualifications for the Accountant position. Include the following: 1) Name of Employer(s); 2) Job Title(s); 3) Hours worked; 4) Dates employed; 5) Job Duties. If you do not have the additional education or experience please type N/A.

- * 9. Describe a substantial project you worked on which highlights your qualifications for the Accountant position. Please type N/A if you do not have this experience.

- * 10. **IV. DESIRABLE QUALIFICATIONS:** Do you possess any of the following? Check all that apply. If you do not have the following below, please check none (by checking this option, this will not disqualify you from this position).
 - Knowledge of financial and managerial statement preparation and analysis
 - Government grants and project accounting
 - Experience in enterprise wide financial software
 - Knowledge of Microsoft Office Suite
 - None. Selecting this option will not disqualify me from this position.

- * 11. Describe your experience as it relates to financial and managerial statement preparation and analysis. If you do not have experience in this area, please type N/A.

- * 12. Describe your experience as it relates to government grants. If you do not have this experience, please type N/A.

- * 13. Describe your experience as it relates to project accounting. If you do not have experience in this area, please type N/A.

- * 14. Describe your experience as it relates to enterprise wide financial software database programs and/or Microsoft Office Suite. If you do not have experience in this area, please type N/A.

- * 15. **V. GENERAL QUESTIONS:** Are you claiming Veteran's Preference? Note: If you answer "YES", a copy of your DD-214 Member 4 Form (or other appropriate documentation) must be attached with your application at time of filing.
 Yes No

- * 16. I understand that proof of required documents must be submitted as attachments at the time of filing. I also understand that failure to submit all required documents at the time of filing will result in my application being considered incomplete. Proofs for this position may include: college transcripts/degrees, CPA certificate or DD-214 Member 4 Form, if claiming veteran's preference. Do you understand the information stated above?
- Yes No

- * 17. Please note that candidates who possess degrees from colleges or universities from outside the United States must attach proof of educational equivalency at the time of filing.

For information on evaluation services: [Education Evaluation Services](#)

Do you understand the information stated above?

Yes No

- * 18. I certify that I have personally completed the information provided and that it is accurate and complete to the best of my knowledge. I understand that any falsification may cancel any terms, conditions, or privileges of employment.
- Yes No

* Required Question