



**COUNTY OF SANTA BARBARA
INVITES APPLICATIONS FOR THE POSITION OF:**

Accountant I

An Equal Opportunity Employer

SALARY

Salary: See Position Description

OPENING DATE: 08/25/16

CLOSING DATE: 09/14/16

THE POSITION

SALARY: \$58,824.75 - \$70,562.71 approximately per year. (The annual salary includes cash benefit allowance of \$5,676.24)

We are currently accepting applications to fill two full-time vacancies in **Santa Barbara**. The current vacancies are in the **Department of Social Services** and the **Community Services Department**. We are also establishing employment lists for future vacancies in **Santa Maria and Lompoc**.

THE POSITION: Under general supervision, learns to perform professional accounting duties including the examination, analysis, maintenance, reconciliation and verification of financial records; and performs related work as required.

For more information about the Social Services Department, please visit:
http://cosb.countyofsb.org/social_services/

For more information about Community Services Department, please visit:
<http://cosb.countyofsb.org/csd/>

NOTE: Candidates may be appointed at the Accountant I or Accountant II level, depending on the candidate's qualifications and needs of the department. Salary for level II \$63,239.01-\$75,949.57 (The annual salary includes cash benefit allowance of \$5,676.24)

IDEAL CANDIDATE:

- Excellent verbal and written communication skills
- Ability to multi-task and independently manage workload to meet critical deadlines
- Experienced Microsoft Excel user
- Experience working with databases and reconciling large data sets
- Excellent interpersonal skills and the ability to work well with others
- Strong desire to work with a team of financial professionals
- Experience working with auditors and providing documentation for audits
- CPA is desirable for the Community Services Department

EXAMPLES OF DUTIES

1. Participates in the preparation, evaluation, justification, and maintenance of budgets and budgetary controls; and assists in developing, preparing, and reviewing Federal and State grant budgets.
2. Prepares a variety of detailed accounting, statistical, and narrative financial statements or reports requiring analysis and interpretation; and works with the Auditor-Controller and with data processing personnel regarding work of fiscal and clerical personnel in making entries, reconciliations, and performing other fiscal record keeping work.

3. Reviews and analyzes grants, contracts, and proposals for financial soundness and adherence to generally accepted accounting principles and County policies.
4. Collects data on direct, indirect, and overhead costs of operations as they relate to the setting of rates and fees.
5. Recommends and assists in the implementation of new or revised accounting systems, procedures, and records.

EMPLOYMENT STANDARDS

1. Possession of a bachelor's degree in accounting or business administration or related field; such as Economic Accounting or Finance or,
2. an Associate of Arts degree in accounting or business administration, including six semester or equivalent quarter units in Intermediate Accounting, and two years of paraprofessional accounting experience performing duties equivalent to the class of Financial Office Professional III with Santa Barbara County; or,
3. four years of a combination of training, education, and experience that is equivalent to one of the employment standards listed above and that provides the required knowledge and abilities.

NOTE: Applicants who are currently in their final quarter or semester of study leading to the required degree are encouraged to apply. Such applicants may compete in the examination process but may not be considered for appointment until they have attained the required degree.

Additional Qualifications: Possession of a valid California Class C Driver's License may be required for some positions.

Knowledge of: accounting principles and practices; computer software applications of accounting procedures; and basic math.

Ability to: analyze fiscal data and draw logical conclusions; define accounting problems and recommend effective solutions; verbally communicate accounting procedures and policies clearly to others; use personal computer applications including spreadsheet software; write memos and reports clearly and concisely; organize work and set priorities to meet deadlines; read, understand and apply legal requirements and administrative policies to departmental accounting functions; establish and maintain effective working relationships with others; and perform basic mathematical calculations.

DESIRABLE QUALIFICATIONS:

Knowledge of: principles and procedures of governmental accounting.

Ability to: interpret and analyze complex fiscal data and draw valid conclusions; detect possible weaknesses of internal control and standard accounting procedures and recommend revisions; plan, initiate and complete work assignments with a minimum of direction; use personal computer applications including word processing and database software.

SUPPLEMENTAL INFORMATION

SELECTION PROCESS:

1. **Review applications and supplemental questionnaire** to determine those applicants who meet the employment standards.
2. **Conviction Questionnaire.** Candidates that have passed the above step will be emailed the instructions on how to complete the conviction questionnaire. **Deadline** to take conviction questionnaire will be **9/21/16 by 5:00 pm.** All candidates must complete the conviction questionnaire in order to advance to the next step in the selection process.
3. **Online Competency Assessment, General Accounting, and Microsoft Excel 2010.** Candidates will be notified by email with instructions on obtaining and taking the skill assessments. **Deadline** to take assessments will be **9/29/16 by 5:00 pm.** All candidates score on the General Accounting and Microsoft Excel 2010 results will be used as placement on the employment list.

Candidates must receive a percentage score of at least 70 on the General Accounting and Microsoft Excel 2010 to be placed on an employment list. An adjustment may be made to raw scores based on factors listed in Civil Service Rule VI. Those candidates who are successful in the selection process will have their names placed on the employment list for a minimum of three months. At the time the employment list is established, all candidates will receive an email notice of their score on the exam(s), rank on the employment list, and exact duration of the employment list. Human Resources will notify you by mail if your name is removed.

NOTE: Veteran's preference credit is applicable for this recruitment (5 points for veterans, 10 points for disabled veterans). To be eligible for this credit, you must be applying for this position within five years from your most recent date of: (1) honorable discharge from active military service; or, (2) discharge from a military or veterans' hospital where treatment and confinement were for a disability incurred during active military service; or, (3) completion of education or training funded by a Federal Educational Assistance Act. No time limit exists for veterans with 30% or more disability. To receive veteran's preference points, you must: (1) check the Veteran's Preference Points box on the employment application form, (2) submit a copy of your Form DD214 to the Human Resources Department on or before the test date, and (3) pass all phases of the examination process. The preference points will be added to your final test score.

Applicants are encouraged to provide their e-mail address on their application to enable Human Resources to communicate more quickly with them via e-mail regarding the status of their application and the recruitment process. The County of Santa Barbara will not release any applicant's e-mail address to a third party.

Prior to appointment, the appointee must pass a post-offer medical evaluation or examination and submit written documentation of his/her legal right to work in the United States. The appointee must satisfactorily complete a probationary period.

The County of Santa Barbara respects and values a diverse workforce and strongly promotes strategies and activities to recruit, develop and retain qualified persons of varied backgrounds, lifestyles, experiences and races.

BENEFITS The County of Santa Barbara offers generous benefits, please visit our website at: <http://www.countyofsb.org/hr/CompSumm.aspx?id=11024>

APPLICATION AND SUPPLEMENTAL QUESTIONNAIRE DEADLINE: 9/14/16; 5:00 pm; postmarks not accepted. Applications and job bulletins can be obtained 24 hours a day at www.sbcountyjobs.com. In Santa Barbara, applications and job bulletins may be obtained at the Human Resources Department, 1226 Anacapa Street, from 8:00-5:00. In Santa Maria, applications and job bulletins can be obtained on-line only at the Workforce Resource Center located at 1410 S. Broadway, from 8:00 a.m. to 5:00 p.m.

Applicants may use county computers at the Workforce Resource Centers to complete online applications and assessments at the following Santa Barbara County locations:

Workforce Resource Center in Santa Barbara

130 East Ortega Blvd Santa Barbara, CA (805) 568-1296
Hours: 8:00 am - 5:00 pm Monday through Friday

Workforce Resource Center in Santa Maria

1410 South Broadway Santa Maria, CA (805) 614-1550
Hours: 8:00 am - 5:00 pm Monday through Friday

Debbie Beach, Senior HR Recruiter

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:
<https://www.governmentjobs.com/careers/sbcounty>
OR
1226 Anacapa Street
Santa Barbara, CA 93101

EXAM #16-0014-01
ACCOUNTANT I
DB

Accountant I Supplemental Questionnaire

- * 1. I acknowledge that, it is my responsibility as an applicant to provide sufficient information on my application to demonstrate that my education and experience meets the employment standards (minimum qualifications) for this position as detailed in the job bulletin. I further acknowledge that if the County determines that I do not meet the employment standards there will be no opportunity for me to provide additional information regarding my application. Therefore, I understand that before submitting a job application, it is important that I review the job bulletin thoroughly and ensure that my application clearly reflects how my education and experience meets the employment standards at the time I submit my application.
- I Understand
- * 2. As part of the application process, a completed supplemental questionnaire must be submitted along with the standard application form. Resumes will NOT be accepted in lieu of a completed application and supplemental questionnaire.
- I Understand
- * 3. The Human Resources Department communicates with All Applicants through e-mail. Please make sure your email address is entered correctly and it is current. If you feel you are not receiving your emails, please check your spam or junk inbox for our emails.
- I understand
- * 4. To be considered for this position your application must CLEARLY state how you meet each of the requirements under EMPLOYMENT STANDARDS on the Job Bulletin or you will not be considered for this position. If you are unsure, go back and review your application before continuing. Below are the employment standards: 1. Possession of a bachelor's degree in accounting or business administration or related field; such as Economic Accounting or Finance or, 2. an Associate of Arts degree in accounting or business administration, including six semester or equivalent quarter units in Intermediate Accounting, and two years of paraprofessional accounting experience performing duties equivalent to the class of Financial Office Professional III with Santa Barbara County; or, 3. four years of a combination of training, education, and experience that is equivalent to one of the employment standards listed above and that provides the required knowledge and abilities. NOTE: Applicants who are currently in their final quarter or semester of study leading to the required degree are encouraged to apply. Such applicants may compete in the examination process but may not be considered for appointment until they have attained the required degree. Please select which employment standards describes your qualifications.
- I'm in my final quarter or semester (3-4 months) of study leading to the required degree
- an Associate of Arts degree in accounting or business administration, including six semester or equivalent quarter units in Intermediate Accounting, and two years of paraprofessional accounting experience performing duties equivalent to the class of Financial Office Professional III with Santa Barbara County
- Possession of a bachelor's degree in accounting or business administration or related field; such as Economic Accounting or Finance
- four years of a combination of training, education, and experience that is equivalent to one of the employment standards listed above and that provides the required knowledge and abilities
- I have less than four years of a combination of training, education, and experience that is equivalent to one of the employment standards listed above and that provides the required knowledge and abilities
- None of the above
5. It is important that your application is complete, please make sure on your application you indicate the degree you have completed and if you have almost acquired it. If you do not have an Associates degree or higher, you must list below the coursework title, number of units, and if they are semester or quarter.

- * 6. Please select which best describes your accounting experience.
 - Less than 1 year
 - Less than 2 years
 - More than 2 years
- * 7. Please describe your prior accounting experience and the complexity of your duties. Be sure to include experience gathering and analyzing statistical or fiscal data, if applicable.
- * 8. Provide an example of when you were part of a project team that was specifically related to accounting or fiscal administration. In your response, please provide the following information: 1) What was your role in the team project? 2) What was your involvement in conducting research and what action/steps did you take? 3) What was the outcome or result of the team project?
- * 9. Please describe your experience performing reconciliations, resolving discrepancies, and analyzing the integrity of data.
- * 10. Please describe in detail your professional experience using Microsoft Excel. Please indicate how many years you used Excel and in what capacity.
- 11. Note: This question is applicable to Community Services position only. Please describe, if applicable, your experience managing a loan portfolio database and your experience reviewing loan documents.
- 12. Note: This question is applicable to Community Services position only. Please describe, if applicable, your experience in financial statements analysis. Explain any experience you have reviewing non-profits financial statements.
- * Required Question