



## **Accountant Trainee**

**Exam Code: 9PB31**

**Department:** State of California

**Exam Type:** Servicewide, Open

**Final Filing Date:** Continuous

### **CLASSIFICATION DETAILS**

**Accountant Trainee** – \$3,524.00 - \$4,202.00 per month

View the [classification specification](#) for the Accountant Trainee classification.

### **APPLICATION INSTRUCTIONS**

Final Filing Date: Continuous

#### **Who Should Apply:**

Applicants who meet the minimum qualifications as stated on this bulletin may apply for and take this examination.

Once you have taken this examination, you may not retake it for **12 months**.

#### **How To Apply:**

The link to connect to the Training and Experience Evaluation is located farther down on this bulletin in the “Taking the Exam” section.

#### **Special Testing Arrangements:**

If you require special testing arrangements due to a verified disability or medical condition, please contact:

California Department of Human Resources  
CalCareer Service Center  
1810 16<sup>th</sup> Street  
Sacramento, CA 95814

Phone: (866) 844-8671

Email: [CalCareer@CalHR.CA.GOV](mailto:CalCareer@CalHR.CA.GOV)

California Relay Service: 7-1-1 (TTY and voice)

TTY is a Telecommunications Device for the Deaf, and is reachable only from phones equipped with a TTY Device

## **MINIMUM QUALIFICATIONS**

All applicants must meet the education and/or experience requirements as stated on this exam bulletin to be accepted into the examination. Part-time or full-time jobs, regardless of whether paid or volunteer positions, and inside or outside California state service will count toward experience.

### **Accountant Trainee**

#### **EITHER 1**

Equivalent to graduation from college, with specialization in accounting. (Registration as a Senior Student in a recognized institution will admit applicants to the examination, but they must produce evidence of successful completion of the curriculum and the prescribed courses before they may be considered eligible for appointment.)

#### **OR 2**

Completion of a prescribed professional accounting curriculum given by a residence or correspondence school of accountancy, including courses in elementary and advanced accounting, auditing, cost accounting and business law.

#### **OR 3**

Completion of the equivalent of 19 semester hours of course work; 16 hours of which shall be professional accounting courses given by a collegiate-grade residence institution, including courses in elementary and advanced accounting, auditing, and cost accounting; and three semester hours of business law.

(Persons who will complete work requirements outlined under II and III above during the current quarter or semester will be admitted to the examination, but they must produce evidence of successful completion of the curriculum and the prescribed courses before they may be considered eligible for appointment.)

## **POSITION DESCRIPTION**

### **Accountant Trainee**

Under close supervision from a higher level professional accountant, as a learner, incumbents perform professional accounting work in the establishment and

maintenance of accounts and records while receiving training; learn agency activities, departmental systems, and central fiscal control activities; and develop interpersonal skills by contact with program personnel and control agencies in fiscal control activities.

## **EXAMINATION SCOPE**

This examination consists of the following components:

**Training and Experience Evaluation** – Weighted 100% of the final score.

The examination will consist solely of a **Training and Experience Evaluation**. To obtain a position on the eligible list, a minimum score of 70% must be received. Applicants will receive their score upon completion of the Training and Experience Evaluation process.

In addition to evaluating applicants' relative knowledge, skills, and ability, as demonstrated by quality and breadth of education and/or experience, emphasis in each exam component will be measuring competitively, relative job demands, each applicant's:

Knowledge of:

1. Accounting principles and theories to effectively perform accounting functions.
2. Governmental accounting and budgeting processes to apply accounting principles and procedures to a governmental entity.
3. The state accounting processes in adherence to the Uniform Codes Manual, State Administrative Manual (SAM) and California Government Code.
4. Generally Accepted Accounting Principles (GAAP), governmental accounting principles and theories.
5. Internal control procedures to protect and safeguard departmental assets and resources.
6. Proper spelling, grammar, punctuation, and sentence structure to ensure that written materials prepared and reviewed are complete, concise, and error-free.

Ability to:

1. Apply accounting principles and theories to accurately perform accounting functions.
2. Work on multiple tasks or parts of tasks simultaneously to ensure timely completion of projects and other work activities.
3. Work independently in order to successfully meet the mission and goals of the department.
4. Prioritize and schedule the work to be completed by a work team or project task force.

5. Flexible in adapting to changes in priorities, assignments, and other interruptions that may impact pre-established timelines for completing assignments.
6. Keep work area organized to complete job assignments in a timely manner.
7. Use a personal computer to input data, access information, and/or create materials and documents using a variety of software applications.
8. Use electronic mail software and applications to communicate with various audiences on matters related to various project and program issues.
9. Use database software to input, organize, track, and retrieve data.
10. Use spreadsheet software to compile, compute, organize, and present tables, graphs, and charts for use in reports and other tracking activities.
11. Use the internet to conduct on-line research and obtain information related to departmental policies, procedures, and resources to complete program or project activities.
12. Use word processing software to prepare reports, memos, correspondence, and other job-related documents and materials.
13. Use and operate a variety of basic office equipment (including copiers, calculators, telephones, fax machines, scanners) in the course of completing assigned work tasks.
14. Operate a 10-key to enter data and perform calculations.
15. Communicate clearly and concisely in writing to audiences with varying levels of understanding.
16. Review and edit written materials for proper content, format, grammar, punctuation, and sentence structure.
17. Analyze data and situations accurately in order to determine and implement appropriate courses of action.
18. Identify and resolve accounting issues.
19. Identify and locate information necessary to complete work assignments.
20. Apply relevant instructions, procedures and guidelines to complete work.
21. Analyze and accurately process accounting data and draw sound conclusions.
22. Review, edit and evaluate source documents for accuracy and completeness to produce quality products.
23. Apply critical thinking strategies to review data and present ideas and information.
24. Exercise sound judgment when making decisions in accordance with program or work unit goals and objectives.
25. Extract specific, relevant data and information from a larger body of material.
26. Reconcile discrepancies in data and information pertaining to program/project activities.
27. Read and comprehend technical documents to apply information to work activities.

28. Establish and maintain cooperative working relationships with management, staff, and internal and external stakeholders.
29. Use tact and diplomacy when dealing with the needs, problems, and/or concerns of other departmental staff, outside agency personnel, and/or the public.
30. Understand oral instructions containing complex and technical information.

## ELIGIBLE LIST INFORMATION

A servicewide, open eligible list for the **Accountant Trainee** classification will be established for:

State of California (all State of California departments, statewide)

The names of successful competitors will be merged onto the eligible list in order of final score regardless of exam date. Eligibility expires **12 months** after it is established. Applicants must then retake the examination to reestablish eligibility.

Veterans' Preference will be granted for this examination. In accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, or widow or widower of a veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligible list.

Veterans status is verified by the California Department of Human Resources (CalHR). Information on this program and the Veterans' Preference Application (Std. 1093) is available [online](#). Additional information on veteran benefits is available at the Department of Veterans Affairs.

Career Credits are not granted for examination(s) administered on an Open basis or Promotional basis.

## EXAMINATION INFORMATION

[Preview Training and Experience Evaluation](#)

## PREPARING FOR THE EXAMINATION

Here is a list of suggested resources to have available prior to taking the exam.

**Employment History:** Employment dates, job titles, organization names and addresses, names of supervisors or persons who can verify your job responsibilities, and phone numbers of persons listed above.

**Education:** School names and addresses, degrees earned, dates attended, courses taken (verifiable on a transcript), persons or office who can verify education, and phone numbers of persons or offices listed above.

**Training:** Class titles, certifications received, names of persons who can verify your training, and phone numbers of persons listed above.

## **TAKING THE EXAMINATION**

Take the online [Training and Experience Evaluation](#) for the Accountant Trainee classification.

## **TESTING DEPARTMENTS**

State of California (all State of California departments)

## **CONTACT INFORMATION**

California Department of Human Resources  
CalCareer Service Center  
1810 16<sup>th</sup> Street  
Sacramento, CA 95814  
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## **EQUAL OPPORTUNITY EMPLOYER**

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right of family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding, and related medical conditions), and sexual orientation.

## **DRUG-FREE STATEMENT**

It is an objective of the State of California to achieve a drug-free State work place. Any applicant for State employment will be expected to behave in accordance with this objective, because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

## **GENERAL INFORMATION**

Examination and/or Employment Application (STD 678) forms are available at the California Department of Human Resources, local offices of the Employment Development Department, and through your [CalCareer Account](#).

If you meet the requirements stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not

assure a place on the eligible list. Your performance in the examination described in this bulletin will be rated against a predetermined job-related rating, and all applicants who pass will be ranked according to their score.

The California Department of Human Resources (CalHR) reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all applicants will be notified.

**General Qualifications:** Applicants must possess essential personal qualifications including integrity, initiative, dependability, good judgement, the ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

**High School Equivalence:** Equivalence to completion of the 12<sup>th</sup> grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the competitor is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.