



CALHR
invites applications for the position of:

Accounting Technician

SALARY:	\$17.74 - \$21.56 Hourly
DEPARTMENT:	Glenn County Department of Child Support Services
OPENING DATE:	09/24/21
CLOSING DATE:	10/22/21 11:59 PM

POSITION INFORMATION:

Under limited supervision, the Accounting Technician performs the more difficult and technical sub-professional accounting work required in the maintenance of fiscal and statistical records; prepares and assists in the preparation of financial statements, documents, analysis, and reports; maintains accounting records, reports, and manual or computer based accounting systems; and performs related work as required.

The Accounting Technician is a single level specialized class with responsibility for maintaining a variety of complex departmental fiscal records, computer based accounting systems, or broad accounting functions. The Accounting Technician differs from the Account Clerk III in that the former requires sustained use of a high degree of independent judgment and interpretive ability. The Accounting Technician differs from the higher class of Accountant I in that the latter is the entry level into the professional accountant series, performing professional accounting work.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to, the following:

- Maintains journals and general ledgers of financial transactions and prepares analytical reports on revenues and expenditures. Independently performs complex and technical audits based on analysis and interpretation of financial information.
- Prepares calculations for billing for services provided by the county.
- Appropriately distributes funds in accordance with state and federal regulations.
- Maintains ancillary, general, statistical, and cost records. Examines and reviews account records, adjusting balances and reconciling accounts.
- Prepares and processes materials that require the analysis of source material and a thorough familiarity with policies, procedures, terminology, and various applicable laws in order to obtain the necessary data.
- Compiles a variety of narrative and statistical reports, locates sources of information, devises forms to secure data, and determines proper format for finished reports.

- Answers questions that involve searching for and abstracting technical data and detailed explanations of laws, policies, or procedures, referring only matters requiring policy decisions to the supervisor.
- May operate automated systems and trouble-shoot problems related to the production of fiscal and statistical reports and related documents.
- May be responsible for a billing and statistical record keeping operation.
- Performs related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

- Basic budget preparation procedures.
- Grammar, vocabulary, spelling, punctuation, and composition.
- Methods, practices, and automated systems used in the development, maintenance, and control of fiscal and accounting work.
- Basic governmental accounting principles and procedures.
- Purposes and methods of financial record keeping.
- Computer terminology and computer keyboard arrangement.

Ability to:

- Demonstrate mathematical aptitude.
- Enter data accurately into automated system.
- Prepare financial reports and maintain ledgers and journals.
- Independently perform varied and responsible technical accounting assignments.
- Establish and maintain effective working relationships.
- Follow written and oral directions and instructions.
- Analyze data and draw logical conclusions.
- Common spreadsheet and database software packages.
- Communicate effectively both verbally and in writing.
- Maintain confidentiality.

MINIMUM QUALIFICATIONS:

One (1) year as an Account Clerk III in an Interagency Merit System (IMS) County;

OR

Two (2) years as an Account Clerk II in an Interagency Merit System (IMS) County;

OR

Three (3) years of full time experience in the maintenance and review of fiscal, financial, accounting or statistical records; 12 semester units or 18 quarter units in accounting, business math, bookkeeping or a closely related field may be substituted for one year of the experience in this pattern;

OR

An Associates of Arts degree in Accounting and six months of full time experience in the maintenance and review of fiscal, financial, accounting or statistical records.

SUPPLEMENTAL INFORMATION:

ADDITIONAL INFORMATION

- The ability to speak, read, and write Spanish in addition to English would be an asset in this position, but is not required. Applicants for English/Spanish bilingual designated positions must take and pass the bilingual proficiency examination administered by CalHR.

- A valid driver's license may be required at the time of appointment and employees may also be required to drive their own car, provide proof of car insurance, and a DMV clearance. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.
- Position may require pre-employment drug testing, physical examination, and fingerprinting for a background investigation.
- Government agencies accessing US government information, which include federal tax information must ensure that background investigation requirements for all agency employees and contractors that have access to federal tax information are consistent to the IRS background investigation requirements for access to federal tax information. A background check may be required if the position requires access to these types of records. Background requirements consist of three components which include, fingerprinting, citizenship verification and local law enforcement checks. State agencies must conduct investigation during time of hire and ensure a reinvestigation is conducted 10 years from the date of the previous background investigation for each employee that has access to federal tax information.

VETERANS PREFERENCE

If you would like to request Veteran's preference points as part of the application packet, please attach a copy of your DD-214 to your application.

EXAMINATION INFORMATION

If supplemental questions are included as a part of this job bulletin, applicants may be rated based upon their responses to the supplemental questions. If rated, only those that are determined to be highly qualified will be invited to participate in the next step of the selection process.

SPECIAL TESTING ARRANGEMENTS

Special testing arrangements may be made to accommodate applicants for disability, military, or religious reasons. If you require such arrangements, please contact CalHR at mssprogram@calhr.ca.gov or 310-926-3193 upon notification that your application has been approved. Documentation from medical, military, school, or church officials outlining the accommodation request must be received by our office a minimum of five business days prior to a scheduled examination.

ABOUT GLENN COUNTY

Glenn County is located in the United States about half way between Sacramento and Redding in Northern California. Glenn County is primarily an agricultural community with mountains on the west, the Interstate 5 corridor taking you through rich farm land, and the Sacramento River bounding the east side of the County. With over 1,188 farms, agriculture remains the primary source of Glenn County's economy. Major commodities include rice, almonds, milk products, prunes and livestock. Glenn County was incorporated on March 5, 1891. The County seat, Willows, was created March 11, 1891. Glenn County was developed out of the northern portion of Colusa County and was named for Dr. Hugh J. Glenn, who was the largest wheat farmer in the state during his lifetime, and a man of great prominence in political and commercial life in California. Glenn County has a population of 28,122.

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

Position #MSS02145
ACCOUNTING TECHNICIAN
MW

CalHR, Attention Merit System Services
1515 S Street, North Building, Suite 500
Sacramento, CA 95811

916-323-2360

mssprogram@calhr.ca.gov

Accounting Technician Supplemental Questionnaire

1. Some patterns of the minimum qualifications for Accounting Technician allow for substitution of formal education in basic accounting or bookkeeping, for the experience requirement on a year-for-year basis.

APPLICANTS WISHING TO USE THEIR EDUCATION TO QUALIFY MUST SUBMIT THIS CLASS COURSE LISTING. ONLY ENTER THE COURSEWORK REQUIRED TO MEET THE MINIMUM QUALIFICATIONS AS STATED ABOVE. (College transcripts **MAY NOT** be substituted for this form.)

List the following for **EACH COLLEGE COURSE:**

1. Subject
2. Course #
3. Course Title
4. Total # Units
5. Units of Measure (Semester or Quarter)
6. Name of College

Applicants who completed their education outside of the United States must submit verification of degree and/or course equivalency with the application. Organizations that provide foreign education credential evaluation services can be found at www.naces.org. CPS HR Consulting will accept verification of degree and/or course equivalency from any of the listed member agencies. You must attach all pertinent documents before submitting the application.