



## **Accounting Technician**

**Exam Code: 0PBAD**

**Department:** State of California

**Exam Type:** Servicewide, Open

**Final Filing Date:** Continuous

### **CLASSIFICATION DETAILS**

**Accounting Technician** – \$3,227.00 - \$4,044.00 per month

[View the Accounting Technician classification specification](#)

### **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 **twelve (12) months**.

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

The link to connect to the online multiple choice exam 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.

### Accounting Technician

Experience: Two years of experience in keeping or reviewing accounting or fiscal records, or three years of general clerical experience. and Education: Completion of at least nine semester hours of a professional accounting curriculum. (Additional experience in keeping or reviewing accounting or fiscal records may be substituted for the required education on the basis of one year of experience for six semester hours of accounting training.)

(Completion of a professional accounting curriculum comprising at least 16 semester hours in accounting, given by a recognized residence or correspondence school may be substituted for the required education and experience.)

## POSITION DESCRIPTION

### Accounting Technician

Under close supervision, to perform semiprofessional accounting work in the maintenance of fiscal records (including payroll, petty cash, cash collection, and claims processing); may instruct, lead or supervise inmates, wards or resident workers; and to do other related work.

The class of Accounting Technician includes such assignments as the maintenance of general ledger and budgetary control accounts, or the maintenance of a revolving fund account. Such duties as the preparation of purchase requisitions, the keeping of property inventory records, and the making of arithmetical computations and tabulations

are considered of a clerical nature and such duties alone do not constitute work typical of this class, although they may be performed by incumbents along with account keeping functions. Positions in this class are not supervisory, but may exercise lead responsibilities.

Incumbents may have internal contact with budget, business services and line staff; external contact with airlines and vendors and occasional contact with banks and control agencies.

More difficult accounting work at the semiprofessional level is performed by the class of Accountant I (Specialist) or Accountant I (Supervisor). Positions in these classes are either responsible for preparing, analyzing, and reviewing financial reports, maintaining a segment of an accounting function, or supervising a small group of Accounting Technicians and/or clericals in an operational setting.

## **EXAMINATION SCOPE**

This examination consists of the following components:

**Multiple Choice Written Examination** – Weighted 100% of the final score

The written test is designed to evaluate a candidate's knowledge in the areas of:

1. Accounting Principles
2. Quantitative and Research Analysis
3. Account Accuracy

To obtain a position on the eligible list, a minimum score of 70% must be attained.

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. Principles and practices of financial record keeping
2. Basic principles of accounting
3. Governmental accounting principles and procedures

### **Ability to:**

1. Express ideas and give instructions effectively
2. Operate common office appliances used in financial record-keeping work and make arithmetical computations rapidly and accurately
3. Apply rules and regulations to specific cases

#### 4. Analyze data and draw logical conclusions

### ELIGIBLE LIST INFORMATION

A servicewide, open eligible list for the Accounting Technician classification will be established for the 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 **twelve (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. form 1093) is available online. Additional information on veteran benefits is available at the Department of Veterans Affairs.

### 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

When you select the link below, you will be directed to the Accounting Technician online multiple-choice examination. When you complete the on-line examination, it will be instantly scored.

This is a 120 minute timed examination. There is no way to pause, stop or reset the timer once you start. Please ensure you have the full 120 minutes to take the online examination. A stable internet connection is recommended as no additional time will be provided for internet loss, power loss, or computer/browser issues. If you are unable to complete the 120 minute timed examination, it is recommended you do not take the examination until you are able to do so.

[Take the Accounting Technician examination](#)

**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.