



**COUNTY OF SONOMA (CA)**  
**INVITES APPLICATIONS FOR THE POSITION OF:**

# **Accounting Support Assistant**

*An Equal Opportunity Employer*

## **SALARY**

**OPENING DATE:** 04/04/18

**CLOSING DATE:** 04/25/18

## **THE POSITION**

## **Grow your career with the County of Sonoma**

**The County of Sonoma Probation Department seeks an Accounting Support Assistant with a starting salary up to \$24.26/hour\***



## Working at the County

The County of Sonoma offers expansive opportunity for growth and development, the ability to be a part of a challenging and rewarding work environment that provides continuous training and education, and the satisfaction of knowing that you are working to better our communities. You can also look forward to benefits\*, including:

- A cash allowance of approximately \$600 per month
- Eligibility for a 5% salary increase after 1040 hours (6 months when working full-time) for good work performance; eligibility for a 5% salary increase for good performance every year thereafter, until reaching the top of the salary range
- Competitive vacation and sick leave accruals, 11 holidays per year
- County paid premium contribution to several health plan options
- A retirement plan fully integrated with Social Security

\*Benefits described herein do not represent a contract and may be changed without notice.

## **Being an Accounting Support Assistant means you will:**

- Review and adjust transactions and accounts, and authorize payment in compliance with established regulations, procedures, and record keeping practices
- Screen documents for accuracy and adherence to requirements
- Post, balance, and reconcile accounts payable/receivable/subsidiary ledgers for programs, individual accounts, and purchase orders
- Authorize and maintain cost records involving the distribution of charges to individual accounts
- Assist in the preparation and reporting of financial and statistical information
- Create routine correspondence for communication with other departments, agencies, and the general public

The ideal candidate will possess:

- The ability to perform accurate data entry
- Experience performing customer service
- The ability to manage a high volume of calls
- Strong interpersonal and problem-solving skills
- Attention to detail and effective organizational skills

The employment list established from this recruitment may also be used to fill future full-time, part-time, or extra-help positions as they occur during the active status of this list. **County employees who wish to be considered for future positions should consider applying to this recruitment.** The Civil Service Title for this position is Account Clerk II.

**Tentative Written Exam Date:  
Wednesday, May 9, 2018**

**APPLICATION SUBMISSIONS REQUIRE THE SUPPLEMENTAL QUESTIONNAIRE BE COMPLETED.**

**MINIMUM QUALIFICATIONS**

**Education and Experience:** Any combination of education, training, and experience which would likely provide the required knowledge and abilities. Normally, this would include completion of 12 semester units or 16 quarter units in accounting, record keeping, business math, or a closely related field.

**OR**

One year of full-time experience which includes the review, processing, and maintenance of fiscal transactions and accounts, or statistical data and records.

**License:** Possession of a valid driver's license at the appropriate level including special endorsements, as required by the State of California, may be required depending upon assignment to perform the essential job functions of the position.

**KNOWLEDGE, SKILLS, AND ABILITIES**

**Working knowledge of:** methods, practices, and terminology used in financial and statistical clerical work, including working knowledge of costs and budgetary accounting principles; modern office policies, regulations, and procedures related to account or statistical records maintained; basic arithmetic to include addition, subtraction, multiplication, and division of whole numbers, decimals, fractions, and percentages; modern office methods and procedures; database, spreadsheet, and word processing applications.

**Ability to:** review and work with tabular detail such as codes, figures, and numbers; make arithmetic computations rapidly and accurately; use and understand common database, spreadsheet, and word processing applications; operate office equipment such as adding machines, calculators, and computers; review, code, post, balance, adjust, and summarize fiscal transactions or statistical data; maintain and reconcile related records; prepare final reports and statements; follow oral and written instructions; write neatly and legibly; establish and maintain effective working relationships with other employees and the general public; type accurately.

**SELECTION PROCEDURE**

**& SOME HELPFUL TIPS WHEN APPLYING**

- Your application information and your responses to the supplemental questions are evaluated and taken into consideration throughout the entire selection process.
- You should list all employers and positions held within the last ten years in the work history section of your application and should be as thorough as possible when responding to the supplemental questions.
- You may include history beyond ten years if related to the position for which you are applying. If you held multiple positions with one employer, list out each position

separately.

- Failure to follow these instructions may impact your competitiveness in this process or may result in disqualification.

Please visit [Getting a Job with the County of Sonoma](#) to review more detailed information about the application, examination, and department selection processes.

## **APPLICATION SUBMISSIONS REQUIRE THE SUPPLEMENTAL QUESTIONNAIRE BE COMPLETED.**

**Responses to supplemental questions will be scored using position-specific criteria.**

**Please provide specific and detailed responses of a reasonable length to allow for thorough assessment of your qualifications. Responses which state "See Resume" or "See Application" may be considered insufficient and therefore may not be scored.**

The selection procedure will consist of the following examinations:

1. Each applicant's combination of educational coursework, training, experience, knowledge, and abilities which relate to this position will be evaluated (pass/not pass) to ensure satisfaction of the minimum qualifications for this position.
2. A **multiple-choice, written examination** (pass/not pass) will be conducted to further evaluate each candidate's qualifications as they relate to this position. The written examination will measure the core knowledge, skills, and abilities for this position such as:

- **Balancing**
- **Basic Fiscal Knowledge**
- **Interpersonal Skills**
- **Forms and Tables**
- **Advanced Fiscal Knowledge**

Applicants must attain a minimum passing grade of at least 70% on the written examination to be considered for the next step in the selection procedure. The minimum passing score may be an adjusted score based on such factors as difficulty of the examination for this group of candidates, natural breaks in the scores achieved by this group of candidates, number of candidates, anticipated vacancies, and past practice.

### **Tentative Written Exam Date: Wednesday, May 9, 2018**

3. Candidates who pass the written examination will have their submissions evaluated in an **Application and Supplemental Questionnaire Appraisal Examination** (weight 100%) for educational coursework, training, experience, knowledge and abilities which relate to this position. Each applicant will be scored based on the following criteria:

- Relevance of work history, related experience, and achieved level of education and/or training as described in the application and responses to the supplemental questions

Scores may be adjusted based on factors as number of candidates, anticipated vacancies, past practice, and natural breaks in the scores achieved by this group of candidates. Applicants must attain a minimum passing score of at least 70%, as established by the pass point, to be placed on the employment list.

## **BACKGROUND INVESTIGATION**

It is the policy of law enforcement/legal offices and departments, in the County of Sonoma, that job candidates complete a thorough background investigation process prior to employment. This policy is imperative in order to keep the department's employees and the public safe, and to maintain high standards in the law enforcement community. Candidates referred to departments for a selection interview are typically required to sign authorization and release forms enabling such an investigation. Failure to sign prescribed forms will result in the candidate not being considered further for that vacancy. Reference information will not be made available to

applicants.

The background investigation will include a thorough assessment of a candidate's personal, employment, educational, criminal, and credit history. The investigation may include, but is not necessarily limited to: use of prescription and/or other drugs, reports from former employers, friends, family members, educational institutions, law enforcement agencies, credit reports, court reports, public records search, and/or other relevant sources. Candidates must be honest and forthcoming about information that may arise during the background process. Deception during any portion of this process is grounds for disqualification, even after employment.

All candidates will be required to take a pre-employment medical examination. The pre-employment medical examination will include drug testing as part of the medical examination for all applicants and for all current employees who are offered employment with the Offices/Departments. Additionally, candidates may be required to take a pre-employment psychological examination. The results of these examinations and the background investigation shall be confidential and shall not be available to the candidate for review. Failure to pass the background investigation will eliminate a candidate from the employment process. You may also review the [Job Classification Screening Schedule](#) to determine the requirements for this position.

Issues that arise during the investigation process will be assessed, and judgment and discretion will be used to determine the employability of the candidate. Where there is evidence of a candidate's past use of controlled substances, many factors shall be used to determine the employability of the individual such as pattern of use, kind of drug used, circumstances of the start of the drug use, treatment, behavior and attitude since discontinuance, etc. Please note that a history of using controlled substances does not result in automatic disqualification from the selection process. Prior to disqualifying any candidate whose profile falls within the provisions of the policy, the candidate shall be given the opportunity to present any and all evidence of mitigating facts which the candidate feels should be considered by the hiring authority.

## **HOW TO APPLY**

Applications are accepted on-line at: [www.yourpath2sonoma.org](http://www.yourpath2sonoma.org). Paper applications may be submitted by person, fax (707-565-3770), email, or through the mail. All applications and appropriate supplemental information as outlined in the job bulletin must be RECEIVED by the time and date specified on the first page of this job announcement. Applications received after the recruitment closes will not be accepted.

The County of Sonoma prioritizes and is committed to continuously providing a workplace where equal employment opportunity is afforded to all people. Please view the County's [Equal Employment Opportunity Policy](#) for further information.

HR Analyst: AK

HR Technician: NC

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:  
<http://www.yourpath2sonoma.org>

OR  
575 Administration Drive, Suite 116B,  
Santa Rosa, CA 95403

EXAM #18/04-0402-O  
ACCOUNTING SUPPORT ASSISTANT  
AK

## **Accounting Support Assistant Supplemental Questionnaire**

\* 1. Please describe your education and training in accounting, record keeping, business math, or a closely related field. List your relevant courses, number of units earned, and any degrees you received.

- \* 2. Please describe your work experience reviewing, processing, and maintaining fiscal transactions and accounts and/or statistical data and records.
  
- \* 3. Please describe a time you had to resolve a challenging customer issue. Detail the issue, how you addressed the concern within established guidelines or policies, and the outcome.
  
- \* 4. Please describe how you have used each of the following types of software in your work. Detail how you utilized them, the versions used, and your level of proficiency (beginner, intermediate, or advanced).
  - Word
  - Excel
  - Outlook
  - Accounting/Financial programs
  - Other (please list)
  
- \* 5. Please indicate if you would also be interested in future part-time or extra-help (temporary, intermittent, or seasonal employment) positions should they become available. Check all that apply.
  - I would also like to be considered for future part-time positions.
  - I would also like to be considered for future extra-help positions.
  - I am only interested in full-time positions.
  
- \* 6. How did you first learn about this opportunity?
  - CalJobs
  - College or University
  - careersingovernment.com
  - Craigslist
  - Employee of Sonoma County
  - Facebook
  - GovernmentJobs.com
  - Hispanic Chamber of Commerce of Sonoma County
  - Indeed
  - Job Fair
  - La Voz
  - Latino Service Providers
  - Los Cien
  - Minority Organization or Group
  - Monster
  - Press Democrat
  - sonoma-county.org/www.yourpath2sonomacounty.org
  - Sonoma County Human Resources Office
  - Sonoma County Job Line
  - Twitter
  - Other Internet Site
  - Other Publication

\* Required Question