

State of Alabama
Personnel Department
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Current Announcement

ACCOUNTING DIRECTOR III - 10610

Salary: \$80,287.20- \$122,232.00

Announcement Date: July 14, 2010

Application Deadline: August 4, 2010

JOB INFORMATION

The Accounting Director III is a permanent full-time position with various agencies. Positions are located in Montgomery. This is extremely complex managerial work at the highest level directing fiscal operations of the largest and most complex accounting systems.

MINIMUM REQUIREMENTS

You **must** have **all** of the following to qualify for the **open-competitive** register:

- Bachelor's degree from an accredited* four-year college or university with a major in Accounting
- Completion of one of the following professional designations: Certified Public Accountant (CPA), Certified Government Financial Manager (CGFM), Certified Government Financial Officer (CGFO), Certified Management Accountant (CMA), or Certified Internal Auditor (CIA)[†] (See note below.)
- Eight (8) years of experience performing professional-level accounting, financial auditing, and/or compliance auditing work, three (3) years of which must be responsible work experience at the Accounting Manager/Audit Manager** level in a governmental agency

You **must** have **all** of the following to qualify for the **promotional** register:

- Current, permanent status as an Accounting Manager, Audit Manager, Accounting Director I, or Accounting Director II with the State Merit System
- Completion of one of the following professional designations: Certified Public Accountant (CPA), Certified Government Financial Manager (CGFM), Certified Government Financial Officer (CGFO), Certified Management Accountant (CMA), or Certified Internal Auditor (CIA)[†] (See note below.)
- Eight (8) years of experience performing professional-level accounting, financial auditing, and/or compliance auditing work, three (3) years of which must be responsible work experience at the Accounting Manager/Audit Manager** level in a governmental agency

Notes

[†]Two years of experience above the minimum may be substituted for the professional certification.

**Work typically involves fiscal management work directing a major section of the largest and most complex accounting systems, or serving as assistant to the departmental financial officer in an agency having a large and complex accounting system. Positions may function as departmental financial officer in an agency with a moderately complex accounting system. Other employees may be responsible for developing policies and procedures for the audit of state agencies and entities, for developing recommendations for the improvement of accounting systems, and for the installation of revised accounting systems.

EXAMINATION

- **Open-Competitive** to all applicants, **Promotional** to current state employees in the classifications identified above.
- Evaluation of **Training and Experience** as shown on application. Qualified applicants may also be required to participate in an **Assessment Center** process. Information about the Assessment Center will be mailed at a later date. **Applicants should be sure to clearly indicate all academic and professional achievements on their application to include professional certifications.**
- 5% of the final score on the **Promotional** register will be comprised of an average of the applicant's service ratings for the last three years.

HOW TO APPLY

- Complete an Application for Examination Form available at www.personnel.alabama.gov, the above address, or any Alabama Career Center Office.
- Apply by mail or by fax.

*Individuals currently on the register MUST reapply to remain eligible for employment.
Veteran's credits are NOT allowed on promotional examinations.*

THE STATE OF ALABAMA IS AN EQUAL OPPORTUNITY EMPLOYER

*Please refer to the back of this announcement for complete information on State Personnel's policy for accepting post-secondary and advanced degrees.

Except for pretest information provided by State Personnel to all applicants, you should not directly or indirectly obtain information about examinations. If you do, the State Personnel Director may do several things. One, you may not be given an examination. Two, you may be disqualified after an examination. Three, your name may be removed from a register. Or four, your name may not be certified from the register. (Rules of the State Personnel Board, Chapter 670-x-9). According to the Code of Alabama, 36-26-47, a willful violation of exam security is a misdemeanor. Any person who is convicted of this type of misdemeanor will not get a state job. If they are officers or employees of the state, they will be required to forfeit their office or position for five years.

If you know of anyone who has violated this policy, you should contact the Examination Manager at the State Personnel Department.

State of Alabama Personnel Department Policy on Accepting College Coursework, Post-Secondary and Advanced Degrees

1. Specific college coursework required for a job, as well as Bachelor's, graduate, post graduate, and doctoral degrees will be accepted from the schools accredited by any of the six regional accreditation associations in the United States. These associations are listed below.

- Southern Association of Colleges and Schools (SACS)
- Middle States Association of Colleges and Schools (MSA)
- Northwest Commission on Colleges and Universities (NWCCU)
- North Central Association of Colleges and Schools – The Higher Learning Commission (NCA-HLC)
- New England Association of Schools and Colleges – Commission on Institutions of Higher Education (NEASC-CIHE)
- Western Association of Schools and Colleges – Accrediting Commission for Senior Colleges and Universities (WASC-ACSCU)

2. Coursework or degrees from schools that have not been accredited by a regional accreditation association will be accepted if a regionally accredited school considers the coursework or degree to be an acceptable prerequisite for admission to an advanced degree program. For example, if a regionally accredited school accepts an applicant's bachelor's degree for admittance into a graduate degree program, State Personnel will accept the degree. In the case of required college coursework (but no degree requirement), State Personnel will accept the college coursework if a regionally accredited school accepts the coursework towards a post-secondary degree (e.g., a bachelor's degree). **This must be documented by a letter of acceptance from the regionally accredited school.** State Personnel will review such requests on a case-by-case basis.

Note: This policy is subject to change. Certain state agencies may have additional requirements.