State of Alabama
Personnel Department
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www.personnel.alabama.gov

Continuous Announcement

ACCOUNTING DIRECTOR I – 10608

Salary: $69,098.40 - $105,403.20
Announcement Date: February 1, 2012

JOB INFORMATION

The Accounting Director I is a permanent full-time position with various agencies. Positions are located at various locations throughout the state. This is highly responsible administrative and managerial work in directing the operation of a moderately large and complex accounting system or serving as an assistant chief fiscal officer in an agency with a highly complex accounting system.

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
- Seven (7) years of experience performing professional-level accounting, financial auditing, and/or compliance auditing work, two (2) years of which must be responsible work experience at or above the **Senior Accountant level in a governmental agency

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

- Current, permanent status as a Senior Accountant, Accounting Manager, or Audit Manager with the State Merit System
- Seven (7) years of experience performing professional-level accounting, financial auditing, and/or compliance auditing work, two (2) years of which must be responsible work experience at or above the **Senior Accountant level in a governmental agency.

Note:

**Work at this level typically includes the preparation of budget estimates, the development and installation of procedures and techniques, coordination with departmental program and IT staff, and the training and instruction of new employees. Other employees in this class supervise and/or participate in extensive audits of outside funds, non-governmental entities, and grant receipts of increased complexity. Accounting at this level is typically characterized by substantial federal funding and/or extensive business financial transactions with sources/recipients outside the department.

EXAMINATION

- **Open-Competitive** to all applicants, **Promotional** to current state employees in the classifications identified above
- An Evaluation of **Training and Experience** as shown on application will comprise 100% of the final score for the open competitive register and 95% of the final score for the promotional register. The remaining 5% will be based on the average of the applicant's service ratings for the last three years.
- **Applicants should be sure to clearly indicate all academic and professional achievements on their application to include professional certifications.**

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. *Applications will be accepted until further notice.*

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.

Applicants hired by the State of Alabama on or after January 1, 2012 will be subject to the E-Verify process pursuant to Act No. 2011-535.

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.