

State of Alabama  
Personnel Department  
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[www.personnel.alabama.gov](http://www.personnel.alabama.gov)

Continuous Announcement

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## STAFF ACCOUNTANT – 10612

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Salary: \$41,258.40 - \$62,529.60  
Announcement Date: February 20, 2008  
Revised Date: September 1, 2008

### **JOB INFORMATION**

The Staff Accountant is a permanent full-time position used by various agencies throughout the state. This is professional accounting and auditing work performed according to established procedures and regulations in the establishment, analysis, and maintenance of fiscal records.

### **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
- Two (2) years of experience performing professional-level accounting, financial auditing, and/or compliance auditing work

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

- Current, permanent status as an Accountant with the State Merit System
- Two (2) years of experience performing professional-level accounting, financial auditing, and/or compliance auditing work

**Applicants for either register must also submit an official college transcript for each accredited\* postsecondary academic institution attended. Applications received without a transcript will not be processed. Original transcripts issued to students will be accepted. Photocopies of transcripts, faxed transcripts, and/or information obtained from the internet will NOT be accepted. If you have submitted a transcript, after September 12, 2007, that indicated completion of the appropriate coursework, it is not necessary to send additional copies.**

### **BENEFITS**

- Low-Cost Health/Dental Insurance (Single Coverage)
- Accrue Thirteen Annual Leave Days per Year
- Thirteen Paid Holidays per Year
- Flexible Employee Benefit Plans
- Optional Family Coverage (Health/Dental)
- Accrue Thirteen Sick Days per Year
- Retirement Plan
- Optional Deferred Compensation Plans

### **EXAMINATION**

- **Open-Competitive** to all applicants, **Promotional** to current state employees in the classification identified above.
- **Written Multiple Choice Exam and Evaluation of Training and Experience** as shown on application will each account for 50% of the total score for determining placement on the open-competitive register. An average of service ratings for the last three years will compromise 5% of the final score on the promotional register.
- The How to Prepare Guide for this examination is available on our web site listed above. Please contact State Personnel if you wish to have a guide mailed to you.

### **HOW TO APPLY**

- Complete an Application for Examination Form available at [www.personnel.alabama.gov](http://www.personnel.alabama.gov), the above address, or any Alabama Career Center Office.
- Apply on-line, 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.

### **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.